

CODE ENFORCEMENT OFFICER

Part Time

Department: Planning & Redevelopment
Division: _____
Reports to: Planning & Redevelopment Dir

Classification/Grade: 20L
FLSA Status: Non-exempt
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform a variety of public contact duties related to the enforcement of the Mesquite Municipal Code with special emphasis in the areas of zoning, business licensing, and public nuisances.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Respond to request and inquires and provide information to the general public regarding the provisions of the Mesquite Municipal Code.
3. Issue informational notices, warnings, and, when necessary, criminal citations for violations of the Mesquite Municipal Code.
4. Function in the field to enforce all Mesquite Municipal Code provisions except those specifically enforced by other City departments, such as the Mesquite Police Department or the Mesquite Fire Department.
5. Render support to the Planning and Redevelopment Department by preparing prescribed materials and performing tasks necessary for the daily successful operation of the Planning and Redevelopment Department.
6. Work with the City Attorney concerning the issuance of criminal citations that have been issued.
7. Work with other department heads and the City Attorney regarding Code violations not related to the Mesquite Planning and Redevelopment Department.
8. Has writing skills and is capable of writing and issuing handwritten and computer generated notices, directives, and citations.
9. Appear in court and testifies on citations issue.
10. Send out public notices and certified letters related to assigned tasks.
11. Provide information to the public regarding areas of responsibility.
12. Conduct research and prepares reports and informational materials as necessary.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Assist at the counter in the Planning and Redevelopment Department, answering questions that relate to the Mesquite Municipal Code.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- City codes and related statutes applicable to assigned operations.
- Code compliance methods and inspections techniques.
- Zoning, land use, and design and construction practices.
- Basic office, computer, and business skills. Public relations skills.

Ability to:

- Analyze & interpret complex code enforcement issues; adopt effective course of action.
- Explain complex codes and regulations to the public, professionals, and other agencies.
- Understand specifications, land descriptions, City codes and related statutes.
- Communicate with the public with tact and diplomacy.
- Read and interpret planning maps, building plans, and architectural drawings.
- Maintain accurate and legible record of activities and conditions observed.
- Work harmoniously and tactfully with other City employees, representatives of organizations conducting business with the City and the public, including individuals having complaints regarding City actions.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or G.E. D.

Experience: Two years experience of code enforcement or related duties.

License or Certificate: National Code Enforcement certification preferable and must possess, at the time of employment and continuously throughout employment, a valid driver’s license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed in an office environment and in the field during code enforcement investigations or patrol. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent, bending, reaching, kneeling, sitting or standing for prolonged periods of time.

Job Hazards/Risk Factors

Employees risk physical hazards from obstacles, debris, noxious weeds, noxious fumes, toxic chemicals, drugs, drug paraphernalia and angry and volatile citizens.

Special Requirements:

Code Enforcement Officer must be at least 21 years of age, in order to complete occasional investigations for adult-oriented businesses and liquor licenses. Background check will be performed upon hiring.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: May 2004
2007
October 2009