



Code Compliance Officer Position Description

Department: Building Department
Position: Code Compliance Officer
Job Category: PAT (Professional, Administrative, Technological)
Status: Permanent, Full-Time
Scheduling: 40 Hours per week
FLSA Status: Covered, Non-Exempt
Date of Announcement: 9/25/2024
Application Deadline: Until position is filled

Job Summary:

Under the direction of the Building Commissioner the Code Compliance Officer is responsible for enforcing City ordinances related to property maintenance, and neighborhood preservation. This includes inspections and investigating complaints for abandoned vehicles, trash accumulation, high grass and weeds. The Code Compliance officer works to build and maintain positive working relationships with property owners, tenants, property managers, contractors, and other City departments to ensure compliance with City standards. The following is a list of duties that are normal for this position but not all-inclusive.

Essential Duties and Responsibilities:

- Function as the primary compliance officer of the Neighborhood Preservation Ordinance.
- Provide back-up support to the Rental Inspector, as needed.
- Inspect properties to ensure they meet the standards for the Neighborhood Preservation Ordinance.
- Notify property owners of violations and provide guidance for compliance with City ordinances.
- Enforce ordinances related to high grass, weeds, corner visibility, front yard parking, abandoned vehicles, trash accumulation, and portable signs.
- Communicate with staff, residents, and neighborhood groups on the status of properties.
- Remove unauthorized signs from utility poles and the right-of-way.
- Investigate animal complaints.
- Inspect vacant properties for security and verify that rental units are registered.
- Track unregistered rental units and update the vacant property inventory.
- Obtain inspection warrants to access properties when required.
- Prepare Building Department orders for legal proceedings.
- Appear and testify in court or at Board of Works hearings, as necessary.
- Maintain an accurate and up-to-date record of enforcement cases.
- Perform other related duties as required.

Minimum Training and Experience:

- High school diploma or equivalent, and considerable work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Property Maintenance and Housing Code Inspection certification-(NPO), (ability to obtain within 180 days of employment).
- Valid Driver's License

Minimum Physical and Mental Abilities Required:

- Ability to utilize departmental equipment and tools including portable radio, gas detectors, lead test kits, tape measures, various hand tools, diagnostic testing equipment, etc.
- Ability to lift and/or carry weights up to fifty (50) pounds.
- Ability to exert physical effort in moderate work involving lifting, carrying, pushing, pulling, and ability to stoop, kneel, crouch, crawl, climb and balance.
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Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

Supervisor Responsibilities:

- Not Applicable

Language Ability and Interpersonal Communication:

- Ability to prepare and organize orders for legal proceedings.
- Ability to analyze and interpret applicable codes, laws, ordinances, and statutes.
- Ability to communicate effectively with supervisor's, co-workers, landlords, tenants, property owners, other City personnel, and the public verbally and in writing.
- Ability to organize projects and files with strong attention to detail.
- Ability to be calm under pressure.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Bilingual communication in English and Spanish is preferred.

Environmental Adaptability:

- Ability to work in an office environment, and independently in all weather conditions.

Rate of Pay:

Hourly Minimum – Midpoint Range: \$23.00 - \$27.55 hourly.

Grade 10 as designated by current salary ordinance.

Work Hours:

Monday – Friday, 7:30 a.m. – 4:30 p.m. (This position may require additional hours for meetings and special events).

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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