



TOWN OF PLATTEVILLE

400 Grand Avenue, Platteville, Colorado 80651
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Job Description

POSITION:	Code Enforcement Official
DEPARTMENTS:	Administration & Police
CLASSIFICATION:	Full-time employee (30 hours per week consisting of Monday – Friday, 8:00am-1:00pm)
SALARY RANGE:	\$15.00 - \$17.00 hour DOQ/E
BENEFITS:	Health, Dental, Vision and Life Insurance. PERA Retirement. Vacation, Holiday and Sick leave.
CLOSING DATE:	Monday, March 4 th , 2019 @ 4:30pm

JOB SUMMARY:

The Code Enforcement Officer is responsible for a variety of duties associated with the enforcement of public nuisances, municipal code violations, animal control and building regulations.

SUPERVISION:

Primary supervision provided by the Town Manager or designated supervisor. Additional supervision provided by the Police Chief.

WORK SCHEDULE:

This position will be scheduled to work 30 hours per week consisting of five 6-hour days, Monday through Friday. Normal work hours will be from 8:00am – 1:00pm but can be flexible.

VEHICLE & EQUIPMENT:

A vehicle will be provided during work hours to perform essential duties. Dress attire will be furnished, as designated by the Town Manager, along with appropriate equipment and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time.*

- Monitors, enforces and inspects compliance to established Municipal Codes, Ordinances, Zoning, Building and Development Regulations through onsite inspections of various properties.
- Enforcement duties include the performance of building and nuisance violation inspections; the ability to explain codes and other regulations effectively in sometimes difficult situations; serving stop work orders; post properties for land use noticing requirements; and the ability to testify effectively in legal proceedings
- Administrative functions include the ability to develop forms and procedures; preparation of accurate reports; preparation and serving notices and orders; ability to evaluate permit applications, registrations and plans, and prepare and issue permits; ability to maintain permit, inspection and financial records; and the ability to upgrade code education regularly.
- Responds to and investigates complaints of alleged violations and investigates suspected violations of health, safety, zoning, building, land use and code violations
- Operates and maintains designated Town-owned vehicle for performance of duties. Patrols the community for inspection and compliance of code issues.
- Issues warning notices or summons for verified code violations in accordance to Municipal Code procedures, maintains warning notice log sheet and completes case reports for summons violations.
- Enforces the animal control regulations of the Municipal Code and maintains the Town's dog impound shelter.
- Coordinates with other agencies and/or private companies as needed for enforcement of Municipal Code issues (i.e. towing companies, humane societies, veterinarian clinics, building inspector, etc.).
- Assists the Public Works Director with regulating Town facilities and properties for ADA compliance.
- Maintains records, files, memos and all necessary forms of correspondence related to daily activities, warnings, summons, impoundments, citizen contacts, animal records, etc.
- Operates radio, cell phone, computer and other equipment as needed to fulfill job requirements.
- Assists with Municipal Court and testifies on code-related violations as needed.
- Addresses general community Code Enforcement concerns to the Town Manager.

EDUCATION, EXPERIENCE AND TRAINING:

Minimum Education: High School Diploma or GED equivalent. Membership or ability to obtain membership in the Association of Code Enforcement Officials.

Additional Job Requirements: Valid Colorado Driver's License. Criminal History Background Check. One or more years of supervisory or public customer service is recommended.

Training: CPR & First Aid certification required within three months of employment.

GENERAL REQUIREMENTS:

- Understand and comply with Town policies and procedures.
- Ability to operate and perform basic computer skills.
- Legible penmanship and good writing skills.
- Strong organizational skills.
- Positive verbal communication skills with employees and general public.

WORKING ENVIRONMENT:

- Ability to handle multiple calls of service and inquiries.
- Effectively deal with unpredictable situations.
- Work effectively in all types of weather conditions.
- Effectively communicate and resolve complaints.
- Understand and follow supervisory instructions and requirements.

PHYSICAL DEMANDS:

- Ability to lift and lower an object equivalent to 50 pounds.
- Physical requirements related to walking, standing, sitting and running.
- Hearing and visual abilities to perform job functions.
- General ability to climb, balance, crouch, stoop as necessary during routine functions.
- Safe and efficient physical work practices.

The above mentioned job description is general in context and is not considered all inclusive. Additional requirements and abilities may be necessary for this position based upon need and function.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.