



CITY OF SELMA JOB POSTING

POSITION: Code Enforcement Officer

DEPARTMENT: Code Enforcement

LOCATION: City of Selma

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: February 10, 2022

CLOSING DATE: March 2nd 2022

The Code Enforcement Specialist performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations. The position is responsible for enforcing all the city codes not primarily enforced by the Police Department, and in particular, those codes pertaining to property use and maintenance and public nuisances.

SUPERVISION RECEIVED

Position works under the general guidance and direction of the City of Selma Code Enforcement Director.

JOB SUMMARY

Position ensures the compliance of zoning related ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles and other issues relating to the health, safety, and general welfare of the community for public, and private residential, commercial and industrial property; demonstrates a fully understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs related duties as required.

DUTIES AND RESPONSIBILITIES

- Enforces city codes not primarily enforced by the Police Department.
- Coordinates with the City Planner, Building Inspectors, City Engineer, Police Chief, Fire Chief and other departments as necessary to secure compliance with city codes when enforcement becomes necessary.
- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements; enforces all aspects of city codes and ordinances.
- Inspect, or coordinate with Building Inspectors, to inspect structures for determination of soundness and consideration for condemnation.
- Performs the duties of residential permits applications reviewer.
- Inspects properties for sign permit approval conditions.
- Investigate citizen complaints of code violations; investigate obvious code violation observed during site investigations; determine appropriate action to be taken; locate

property ownership information and County Assessor's parcel information; research legal information for property owners, mortgage holders, and interested parties; issue warnings, letters and citations as appropriate; conduct follow-up investigations and take additional actions until cases are resolved and files are closed.

- Develop and maintain detailed case files with a numbering system and case log; maintain complete records of all cases including ownership information, all communications and action taken with names, dates, and times, before and after photographs as needed, and copies of all other documents and information.
- Organizes own work, sets priorities and meets critical deadlines.
- Communicates information regarding violations, code requirements and necessary steps to correct for compliance. Consults with owners and occupants regarding provisions of city code. Communicates clear information with all persons regarding city code requirements.
- Develops legal cases with legal staff in code enforcement proceedings. Develops procedural remedies with legal staff to effectively use the legal system when dealing with repeat code violation offenders. Prepares case files for court actions including writing reports, maintaining inspection files, preparing chronologies and violation explanations.
- Presents public nuisance cases or provides testimony to designated administrative boards or officers or municipal and district judges as needed or required.
- Review, develop and recommend procedures, schedules and code changes as needed to make the code enforcement program more effective and efficient.
- Provides information and answers questions from the general public, other agencies, and city departments regarding codes and enforcement issues.
- Uses and maintains computer system to enter case information.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of code enforcement principles, practices and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to code enforcement work and responsibilities.
- Knowledge of investigative principles, methods, and techniques, as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes.
- Ability to read and interpret building plans, specifications and building codes.
- Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.
- Knowledge of record keeping, report preparation, filing methods and records management techniques.
- Ability to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.

- Ability to perform work with a minimum of supervision and to understand and follow instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including other city departments and outside agencies.
- Ability to organize work, establishes priorities, meet established deadlines, and follow up assignments with a minimum of direction.
- Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.
- Ability to use personal computer.
- Ability to independently prepare routine correspondence and memorandums.
- Ability to understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- Three (3) years of increasingly responsible municipal code enforcement or equivalent experience.
- Experience in construction related field desired.
- Demonstrated experience with word processing and spreadsheet use on a personal computer.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

- Possess and maintain a valid Oklahoma driver's license.
- Code Enforcement Certificate from the City of Selma Code Enforcement Association, or ability to obtain certificate within one (1) year of employment.
- Possession of ICC Property Maintenance & Housing Inspector certification or the ability to obtain within one (1) year of employment.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE PERSONNEL DEPARTMENT 222 BROAD STREET SELMA AL 36701

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER