

Code Enforcement/Maintenance I

Job Description

General Purpose

The City Inspector shall administer and enforce the provisions of all Ordinances and the Code Book for the City of Clever. The City Inspector shall be any person designated as such by the Board of Aldermen — Authorizing Administrative Officer/ Code Enforcement Officer/ Animal Control/Maintenance as one and the same person.

The purpose of this position is to process building permits, review construction documents, inspect building and structures for code compliance and perform related administrative work. Provide supervision and compliance with city code and enforcement. Issue summons and appear in court for those who do not comply with written notices. Provide a safer workplace and environment for the citizens and visitors of the City of Clever.

The work is performed under the direction of the Public Works Director.

Primary Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Essential Duties and Responsibilities: Administrative Officer

- A. The powers and duties of the Administrative Officer shall be as follows:
 1. Reviews plans and related technical materials for compliance with adopted codes, regulations and industry standards.
 2. Reviews permit applications for adherence to associated codes, regulations, and industry standards; documents and enters approval into records/files. Issue building permits for Building Inspector to complete.
 3. Conducts field work and inspections of properties related to codes enforcement for compliance with permitted activities, adopted codes, regulations and industry standards; writes up violations, if found; and documents and takes pictures of violation issues.
 4. Complete inspection reports, log sheets and notices of violation of all code violations.
 5. Maintain permanent and current records of this Chapter including, but not limited to, all maps, amendments, variances, appeals and applications.
 6. Enforce dangerous building ordinance. Working with the Building Inspector: Notifies owners of dangerous conditions. Issues notices for vacation, repairs and/or demolition.

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7. Provide and maintain a public information bureau relative to all matters arising out of this Chapter.
8. Forward to the Planning and Zoning Commission all applications for amendments to this Chapter.
9. Forward to the Board of Adjustment applications for adjustment, appeals, variances or other matters on which the Board of Adjustment is required to pass under this Chapter.
10. Works with Building Inspector to issue permits regulating the erection and use of tents for periods not to exceed ten (10) days for specific purposes such as: temporary carnivals, churches, charities or charitable uses and revival meetings, such uses not being detrimental to the public health, safety, morals, comfort, convenience or general welfare; provided however, that said tents or operations are in conformance with all other ordinances of the City of Clever.
11. Initiate, direct and review, from time to time, a study of the provisions of this Chapter and to make such reports available to the Planning and Zoning Commission not less than once a year.
12. Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards, the codes enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.
13. Ensures that job duties are completed in strict adherence to established safe work practices.

Essential Duties and Responsibilities: Code Enforcement

1. Conducts field work and inspections of properties related to property maintenance and zoning codes; writes up violations, if found; and documents and takes pictures of violation issues.
2. Writes summons to appear in court and opens files for each case; forwards summons for mailing.
3. Conducts court re-checks of properties scheduled for court; documents and takes pictures of properties not in compliance; and provides an update for the judge; attends court to respond to any questions.
4. Responds to call outs from other departments including engineering, police, animal control and public works; conducts inspection of property and may post a property as unfit for human habitation.
5. Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards,

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the codes enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.

6. Creates and maintains files and related records in manual and/or automated systems, and assures proper retention and archiving.
7. Supports the relationship between the City of Clever and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
8. Ensures that job duties are completed in strict adherence to established safe work practices.

Essential Duties and Responsibilities: Animal Control

The purpose of this position, under general supervision; enforces ordinances governing citizen ownership of animals within the City of Clever; investigates reports of animal cruelty, abandonment and nuisances; collects and transports dogs to the City Animal Shelter; and performs related work as required.

Essential Duties and Responsibilities: Animal Control

1. Provides courteous and expeditious customer service to the general public and City staff.
2. Answers requests and complaints from citizens regarding dogs and other animals; investigates reports or complaints concerning dogs creating nuisances, running loose, or abandoned within the City and takes appropriate action. Handling in all animal control complaints; including animals at large, stray, vicious, abandoned, nuisance or abused.
3. Investigates complaints of cruelty to various animals, disturbances of the peace and animal bites; enforces ordinances governing the keeping of animals; picks up animals reported as sick or injured; picks up unlicensed or stray dogs.
4. Locates dogs that have bitten or attacked; issues citations to owners for violation of animal regulations; assists in arranging for or conducting rabies clinics; explains municipal ordinances relating to animals to the general public; checks diseased animals to ensure proper quarantine regulation compliance.
5. Keeps and maintains routine records and makes reports; appears in court on cases involving animal regulation violations; responds to emergency calls during off-duty time, as needed.

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6. Performs preventive maintenance on assigned vehicle; fuels assigned vehicle; checks and maintains fluid levels and adds as necessary.

Essential Duties and Responsibilities: City Maintenance

1. To ensure the City roads and grounds are kept safe and maintained to a degree of standards consistent to City requirements. To ensure streets are properly marked, signed, and lighted.
 - a. Minor repairs of any City Street.
 - b. Mow, weed eat, trim, City grounds, parks as needed.
 - c. Hang or replace all City street signs.
2. To assist other city employees in accomplishing City services as necessary to continue required City services. (ie; provide for the safety, general welfare and security of City property and/or Citizens.)
 - a. Locates of city water and sewer lines.
 - b. Assist other Public Utilities in emergency situation.
 - c. Assist the Public Utilities with the construction, repairs, and maintenance of all city owned utility lines.
 - d. Set meters for new construction.
3. The maintenance person will as the needs arise, survey, maintain, and repair, city streets, grounds and buildings.
 - a. Maintain all city owned facilities.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from high school or GED equivalent. Two years' experience as a permitting technician or other technical, para-professional, or administrative support (non-clerical) experience in the construction, real estate, or public sector building or zoning environment; or an equivalent combination of education, training and experience preferred (not required).

Must have a valid Missouri driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Basic record keeping methods; Department rules and regulations; Appropriate safety precautions and procedures; Communicate tactfully and effectively with the general public; Understand pertinent procedures and functions quickly and apply them without immediate supervision; Understand problems of the general public concerning building and code enforcement; Read, understand, interpret and apply ordinances governing building and code enforcement; Remain calm in an emotionally charged atmosphere; Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective relationships with those contacted in the course of work.

Physical Requirements



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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, orders, wetness, disease and/or dust can cause discomfort and where there is a risk of injury.

Physical: Incumbents require sufficient mobility for walking, standing, sitting, bending or kneeling for prolonged periods of time. Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents. Hearing: Hear in the normal audio range with or without correction.

The City of Clever is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date