

## **Code Enforcement Officer/Housing Official**

City of Keokuk - Code Enforcement Officer/Housing Official — Full time position. Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Must be self-starter, must have competency interpreting various municipal and state codes and regulations. Must have excellent communication skills with the ability to remain calm in adverse situations. Must be proficient in Word; basic knowledge of Excel. Municipal code compliance and/or investigative experience preferred. Residency requirement. Applications taken until Friday, May 10, 2019 at 4:00 p.m. at the Community Development Department, City Hall, 601 Main Street, 3<sup>rd</sup> Floor, Keokuk. A pre-employment physical and drug test will be required. Applications may be picked up at City Hall or downloaded from the city's web site [www.cityofkeokuk.org](http://www.cityofkeokuk.org). More information relating to the position may be found on the City of Keokuk's web site [www.cityofkeokuk.org](http://www.cityofkeokuk.org). The City of Keokuk is an Equal Opportunity Employer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position involves applying superior customer service skills to conduct, investigative, technical and administrative work in the enforcement of the City Code of Ordinances, including but not limited to health and sanitation, nuisance, housing and assist with other codes as assigned. The Code Enforcement/Housing Official aims to preserve and enhance the safety, appearance and economic stability of the City of Keokuk through the diligent enforcement of applicable ordinances. Duties require the use of judgment and tact in explaining regulations to property owners, businesses and attorneys.

Proactively patrols and inspects to monitor for violations of local codes.

Responds to reports of potential code violations relating to building occupancy, nuisances, housing conditions, weed and grass cutting, substandard structures, dumping, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Interacts, consults and coordinates with a variety of individuals and groups in the performance of job responsibilities, including City personnel in various departments, City Attorney, county and state agencies, property owners, business owners, community groups and others.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with city attorney and prepares case report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

### PERIPHERAL DUTIES

Serves as a member of various employee and community committees.

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent;
- (B) One-year experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, preferred.
- (C) Any equivalent combination of education and experience.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- (B) Ability to conduct field inspections year-round, during inclement weather, within confined spaces, in areas that may be unhygienic or infested with vermin.
- (C) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.