



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Code Compliance Officer I	BAND/LEVEL:	TEC I
DEPARTMENT:	Planning & Development Services	JOB NO:	3310
DIVISION:	Community Services	DATE:	10/25/2017
REPORTS TO:	Supervisor, Code Compliance	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	605
REPLACES:	Code Compliance Officer I	LAST REVISED DATE:	11/06/2015

JOB SUMMARY STATEMENT: The code compliance officer is responsible for the enforcement of municipal codes and ordinances related to property maintenance, public nuisances, zoning, public health and environment. Compliance with municipal codes and ordinances is accomplished through an investigative and inspection process of both residential and nonresidential property. This process requires the preparation of written inspection reports, the issuance of Notices of Violation, Notices to Appear in Municipal Court and work orders for abatement action by the City. Consultation with Prosecutor's Office regarding prosecution of violators is routinely required. Participates in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Receives, investigates, and inspects alleged violations and enforces local and state ordinances and laws related to zoning, public nuisances, property maintenance, public health and environment. Inspects residential rental property for compliance with local ordinances.
2. Prepares inspection reports, issues violation notices and takes appropriate action based on findings of inspection/investigation. Recommends and assists with posting vacant property. Prepares and issues work orders for abatement action by the City.
3. Issues Notice to Appear in Municipal Court. Compiles evidence, consults with Prosecutor's Office regarding legal action and prosecution of violators and may prepare prosecution summaries. Attends and testifies at arraignment and trial.
4. Utilizes the City's electronic complaint tracking system for entering daily inspections, schedules re-inspections, adding complaints and managing pictures and correspondence.
5. Inspects and issues permits to massage businesses.
6. Conducts water quality and safety equipment inspections and issues permits for semi-private and public swimming pools and spas.
7. Meets with Homes Associations and other neighborhood groups when requested to speak on code enforcement and issues related to property maintenance.
8. Assists with conducting solid waste vehicle inspections.
9. Participates in emergency operations, including snow removal, as required.

10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Education equivalent to high school diploma required.
- Additional college-level courses in business correspondence and/or conflict resolution preferred.
- Employees hired after April 15, 2014 must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record.

EXPERIENCE:

- The preferred candidate will have two years job-related work experience in code enforcement work of any kind or experience in construction, food safety or environmental health.

SKILLS:

1. Analytical and research skills.
2. Attention to detail.
3. Basic math & accounting.
4. Computer software skills, such as spreadsheets and word processing. (Oasis, Tidemark, Word).
5. Facilitation.
6. Must be able to communicate effectively with managers and supervisors, vendors and the general public.
7. Project Management.
8. Working knowledge of public sector administration.
9. Public Speaking.
10. Time Management.
11. Good oral and written communication.
12. Use of testing and sampling equipment to test chlorine and Ph levels in the pools.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines.
2. Ability to exhibit diplomacy and judgment.
3. Ability to recognize and protect confidential information.
4. Ability to prioritize multiple tasks.
5. Ability to read and comprehend policies and regulations.
6. Ability to read and understand building plans and specifications.
7. Ability to carry out assignments from written and oral instruction.
8. Ability to work independently.
9. Ability to work in a hectic environment with many interruptions.
10. Ability to analyze and recommend possible solutions.
11. Ability to learn and understand PC software.
12. Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to operate and use a City radio.
3. Ability to identify and distinguish colors.
4. Ability to distinguish smells.
5. Ability to operate City vehicle.
6. Ability to operate hand tools such as measuring wheel, screwdriver and crowbar.
7. Ability to work in confined spaces.
8. Hand and eye coordination adequate for computer/typewriter.
9. Exposure to chemicals, insects, snakes, rodents, household pets, farm animals, noise, extreme temperatures (outdoor extremes and refrigeration units).
10. Exposure to heights, vibrations, high voltage and loud noises.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even and uneven surfaces
Walking	Occasional	even and uneven surfaces
Sitting	Frequent	motor vehicle operation / data entry
Driving	Frequent	motor vehicle operation; automatic transmission
Bending	Occasional	various postures required to complete inspection
Stooping	Occasional	various postures required to complete inspection
Twisting	Occasional	various postures required to complete inspection
Kneeling	Occasional	various postures required to complete inspection
Squatting	Occasional	various postures required to complete inspection
Crawling	not applicable	
Stairs	Occasional	streets / curbs / homes
Ladders	Occasional	interior inspection of ceiling - 2-3 step ladder

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
equipment bag	16 lbs.	floor to waist	occasional	variable	one or two hand lift
misc. signs	10- 25 lbs.	floor to chest	occasional	variable	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
equipment bag	16 lbs.	up to 500 ft.	occasional	variable	shoulder strap optional
misc. signs	10- 25 lbs.	up to 200 ft.	occasional	variable	one or two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
misc. signs	85 lbs.	occasional	two hand - vertical force
freezer door	25 lbs.	occasional	one or two hand - horizontal force

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
misc. signs	85 lbs.	occasional	two hand - vertical force
freezer door	25 lbs.	occasional	one or two hand - horizontal force

REACHING	DURATION	DESCRIPTION
Above shoulder	occasional	required during inspection
At shoulder level	occasional	required during inspection
Below shoulder level	frequent	required during inspection / driving

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle operation
Pinching	frequent	motor vehicle operation / handling documentation
Wrist Flexion / Extension	frequent	motor vehicle operation; data entry; office requirements
Wrist Pronation / Supination	frequent	motor vehicle operation; data entry; office requirements

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

- Utilization of keyboard, mouse device, and telephone are required during data entry and contacting residents.