



CITY OF OVERLAND PARK - POSITION DESCRIPTION

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|------------------------|---------------------------------|---------------------------|------------|
| TITLE: | Code Compliance Officer II | BAND/LEVEL: | TEC II |
| DEPARTMENT: | Planning & Development Services | JOB NO: | 3315 |
| 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 II | LAST REVISED DATE: | 11/06/2015 |

JOB SUMMARY STATEMENT: The Code Compliance Officer II 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. Assists with training and of Code Compliance Officer I's. Participates in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Receives, investigates, and inspects alleged violations and enforces local codes and ordinances 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 post 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. Assist with the training of level I code compliance officers and assists with the development and teaching of education classes to the general public, vendors, and business owners and operators.

10. Participates in emergency operations, including snow removal, as required.
11. 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.
12. 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 a high school diploma required.
- Additional college-level courses in science, 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.
- **Required Certifications:** Property Maintenance and Housing Inspector or Zoning Inspector

EXPERIENCE:

- Two years experience as Code Compliance Officer I or three years of job-related experience in other code enforcement work (i.e. construction, health, environmental). Job-related experience should be supplemented with National Certifications.

SKILLS:

1. Analytical and research skills.
2. Attention to detail.
3. Basic math & accounting.
4. Computer software skills, such as spreadsheets and word processing.
5. Ability to lead and facilitate.
6. Be able to communicate effectively with managers, supervisors, vendors, business owners and the general public.
7. Project Management.
8. Working knowledge of public sector administration.
9. Public speaking.
10. Time management.
11. 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 train and guide others.
4. Ability to recognize and protect confidential information.
5. Ability to prioritize multiple tasks.
6. Ability to read and comprehend policies and regulations.
7. Ability to read and understand building plans and specifications.
8. Ability to carry out assignments from written and oral instructions.
9. Ability to work independently.
10. Ability to work in a hectic environment with many interruptions.
11. Ability to analyze and recommend possible solutions.
12. Ability to learn and understand PC software.
13. 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 a City vehicle.
6. Ability to operate power and/or hand tools such as measuring wheel, screwdriver and crowbar.
7. Ability to work in confined spaces.
8. Hand/Eye coordination adequate for computer/typewriter.
9. Exposure to chemicals, insects, snakes, rodents, household pets, farm animals, noise.
10. Exposure to extreme temperatures (outdoor extremes and refrigeration units).
11. Exposure to heights, vibrations, high voltage, 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.