

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE: Seasonal Code Compliance Officer
DEPARTMENT: Planning & Development Services
DIVISION: Community Planning & Services Division
REPORTS TO: Supervisor, Code Compliance
SEASONAL: XXX

GRADE: NE/00
JOB NO: 9335
DATE: 02/21/2017
FLSA STATUS: NE
COST CENTER: 605

REPLACES: Seasonal Code Compliance Officer

LAST REVISED DATE: 02/29/16

JOB SUMMARY STATEMENT:

Conducts water quality inspections on public and semi-private swimming pools and spas. Investigates complaints concerning alleged violations of tall grass and weeds, illegal temporary signs, illegal garage sales, and other violations in Overland Park, as delegated by the supervisor. Prepares written reports, memos, correspondence, issues work orders, and utilizes various computer programs to process and enter daily work.

DUTIES AND RESPONSIBILITIES:

1. Conducts water quality inspections on public and semi-private swimming pools and spas.
2. Conducts visual inspections of properties located within City limits for complaints concerning alleged violations of tall grass and weeds, illegal temporary signs, illegal garage sales, and other violations in Overland Park, as delegated by the supervisor. Determines if infraction has occurred and initiates appropriate action.
3. Enters complaint and observation data into the city's computerized tracking system for further tracking and processing. Prints copy of case for file.
4. Educates and informs citizens of health and safety requirements and provides technical assistance in these areas to ensure citizens are knowledgeable of codes, laws, etc.
5. Determines legal property ownership by accessing computerized City or county records and searching plat maps. Prints copy of ownership data and legal description, and attaches to casefile. Updates records to ensure that notices are sent to proper legal owner.
6. Prepares correspondence, proofs notice for accuracy and affixes signature. Forwards case to clerical staff for mail preparation. Posts vacant structures with notice as required. Re-inspects properties for abatement. Issues work order as required.
7. 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.
8. 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.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education or equivalent experience and courses or training in observing property and activity conditions and related enforcement activity.
- Possession of an appropriate, valid driver's license. Must have and maintain an insurable driving record.

EXPERIENCE:

- None required. This is an entry-level, seasonal position.

SKILLS:

1. Good oral and written communications skills
2. Good interpersonal and conflict resolution skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations
2. Ability to exhibit diplomacy and judgement when dealing with the public, government officials and co-workers
3. Ability to assess situation when on an inspection and use judgement in responding
4. Ability to work and conduct inspections independently
5. Ability to research with use of a computer or conduct a manual search regarding property ownership information

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to travel and inspect various outdoor City sites
3. Ability to withstand extreme environmental conditions
4. Ability to drive City vehicle
5. Ability to visually inspect site or object
6. Ability to appear in court and testify as required
7. Data entry skills for computer access
8. Ability to speak to an individual or group for an extended period of time

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.