

## **Job Description: Code Compliance Officer**

**Position Title:** Code Compliance Officer

**Department:** Administration

**Reports To:** City Administrator/Clerk

**Employment Status:** Part time – 20-30 hours per week

### **Summary**

The Code Compliance Officer is responsible for ensuring compliance with municipal building codes, public health regulations, zoning ordinances, and property maintenance standards within the municipality. This role involves conducting inspections, investigating violations, and working collaboratively with the public to maintain the safety, health, and quality of life for residents in the City of Douglass.

### **Key Responsibilities**

- **Inspections & Investigations:**
  - Conduct regular inspections of properties, structures, and public spaces to ensure compliance with municipal codes.
  - Investigate complaints related to building code violations, public health concerns, condemned structures, and zoning issues.
- **Code Enforcement:**
  - Issue warnings, citations, and notices of violation to property owners or tenants.
  - Monitor compliance timelines and follow up to ensure violations are resolved appropriately.
  - Recommend legal action for non-compliance and provide testimony or evidence in court proceedings when necessary.
- **Public Interaction:**
  - Respond to inquiries and complaints from residents, property owners, and businesses in a professional and courteous manner.
  - Educate the public about municipal codes and provide guidance on compliance requirements.
- **Recordkeeping & Reporting:**
  - Maintain accurate records of inspections, investigations, and enforcement actions.
  - Prepare reports and updates for city officials, including recommendations for policy improvements.
- **Condemned Structures:**
  - Assess properties for structural integrity and habitability.
  - Coordinate the condemnation process, including posting notices, scheduling hearings, and overseeing demolition or remediation efforts.
- **Collaboration:**
  - Work closely with other municipal departments, including planning, public works, and law enforcement, to address community needs and coordinate enforcement efforts.

## **Qualifications**

- **Education & Experience:**

- High school diploma or GED required; associate's or bachelor's degree in public administration, construction management, or a related field preferred.
- Experience in code enforcement, building inspection, or a similar role is highly desirable.

- **Licenses & Certifications:**

- Possession of a valid driver's license.
- Certification as a Code Enforcement Officer or Building Inspector preferred or willingness to obtain certification within a specified timeframe.

- **Skills & Abilities:**

- Knowledge of building codes, zoning laws, and public health regulations.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to read and interpret construction plans, blueprints, and technical documents.
- Proficiency in using computers and software for documentation and reporting.

## **Working Conditions**

- Work is performed both indoors and outdoors in various weather conditions.
- May involve exposure to hazardous environments, unsafe structures, or confrontational situations.
- Occasional evening or weekend work may be required.

## **Salary & Benefits**

- Competitive hourly wage based on experience and qualifications.
- Requires residency in the Douglass City limits within 6 months.
- This position does not currently qualify for full city benefits.

## **How to Apply**

Submit an application and/or resume to City of Douglass, 322 S Forest St., Douglass KS 67039. Applications will be accepted until March 10<sup>th</sup>, 2025.