

**CLASS TITLE:**

**CODE ENFORCEMENT OFFICER**

**GENERAL DESCRIPTION OF WORK:**

Performs skilled inspection work to ensure compliance with a variety of City codes, regulations, and ordinances. Employee in this class must regularly exercise good judgment and discretion based upon familiarity with a wide variety of problems and conditions and exercise persuasion and diplomacy in code enforcement and building inspection activities.

**SUPERVISION RECEIVED:**

Works under the general guidance and direction of the Chief of Police.

**SUPERVISION EXERCISED:**

None.

**DUTIES:** (the listed examples may not include all duties performed by this class)

Conducts systematic inspections to determine compliance with various city codes as directed by the Chief of Police, but including those codes dealing with junk and debris, inoperable vehicles, grass and weed violations, illegal signs in public rights-of-way, swimming pool inspections, fencing regulations, public nuisance violations, dilapidated and dangerous building identification and remediation, and residential building inspection, when conducted pursuant to protocols set by the City Manager.

When requested to do so by the owner or occupant, inspects residential structures for compliance with the building, heating, plumbing, electrical, and zoning code requirements then in effect. Responds to complaints from tenants and leasees in residential buildings about the same.

Responds to and investigates code/nuisance violation complaints. Oversees the correction of code/nuisance violations.

Issues letters and/or notices to abate code violations.

Issues warnings and citations for ordinance violations.

Reviews applications for sign permits, and issues permits for such signs that, after review of the City code and site inspection, meet all relevant requirements for placement of the sign.

Maintains records of all inspections, notices, letters, and citations issued; prepares required activity reports; prepares correspondence and answers inquiries regarding areas of responsibility.

Explains building codes and enforcement procedures to interested parties; assists residential property owners undertaking building expansion or renovation projects to encourage compliance with applicable codes.

Performs related work as required and assigned by the Chief of Police.

## **REQUIREMENTS:**

### Education

Requires knowledge, skills, and mental development equivalent to completion of four (4) years of high school or comparable education, training, and/or experience. Education and/or training in the building trades allowing the person in the position to obtain International Code Council certifications in residential and electrical inspection is preferred.

### Experience

Persons holding the position of Code Enforcement Officer should have, or should be able to demonstrate knowledge and abilities commensurate with, the following experiences:

- Experience in the building trades or in the construction management profession.
- Knowledge of the methods and practices of building construction and maintenance.
- Knowledge of building, zoning, sign, and nuisance codes and ordinances.

Persons who currently hold, or demonstrate an ability to receive, International Code Council licenses for electrical and construction inspection licenses are preferred.

Requires possession of a valid vehicle operator's license required to legally and safely operate the vehicle assigned to them by the City.

Considerable ability to apply enforcement procedures with firmness, tact, and impartiality, to establish and maintain good will and effective working relationships with property owners, the public and City employees.

Considerable ability to converse with people to convey or obtain information, or to clarify and work out details of an assignment within the framework of well established procedures.

Working ability to prepare a variety of records and reports.

Good physical condition.

## **City of Salem: Job Posting for Position of Code Enforcement Officer**

The Salem Police Dept seeks to fill the position of Code Enforcement Officer, a full time position with the City of Salem, IL. The CEO is responsible for the enforcement of City code ordinances, pertaining to junk and debris, inoperable vehicles, grass/weeds/public nuisance violations, dangerous buildings, and residential code inspections. Candidate must demonstrate good judgment, communication skills, firmness and tact, and persistence. Candidates must be able to understand written code and policy and apply such to code enforcement cases presented in the community. Education and/or training in the building trades allow candidates to obtain International Code Council certifications in residential and electrical inspection is preferred. A full job description is available on [salemil.us](http://salemil.us) or by contacting the Salem Police Chief. Resumes to be submitted no later than 4 pm May 4, 2018. Resumes may be submitted to Police Chief Reynolds, 201 S Rotan St, Salem, IL 62881; [sreynolds@salemilpolice.org](mailto:sreynolds@salemilpolice.org).