

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Code Enforcement Officer
Department: Community Development

Entry Grade: 15
FLSA Status: Eligible

ACKNOWLEDGED
BY INITIALING

_____ **Supervision Received:** Work performed under general and specific supervision of Community Development Coordinator with considerable latitude for independent action.

_____ **Supervision Exercised:** None or as assigned.

_____ **Responsibilities:** Assists in data collection as assigned. Performs a variety of routine and complex duties involved in the inspection of property maintenance and code enforcement. Performs related work such as rental inspections and other assignments as required. Conducts minor plumbing, electrical and building inspections and issues appropriate documents. Investigates citizens' nuisance complaints involving derelict vehicles, junk and trash, tall grass, weeds, and unsanitary conditions. Responsible for detecting applicable Municipal code violations and monitoring the deposition of these issues as determined by State Statute/City Ordinance. Maintains communication records. Provides reports as required. Required to perform duties of Humane Officer and other duties as required.

_____ **Essential Function of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F. Ability to visually and physically inspect all types of sites; ability to stand, sit, kneel, stoop, twist, climb and lift objects weighing up to 50 lbs.; ability to operate motor vehicles and computers. Must be able to communicate effectively both verbally and written, be organized and willing to take and pass job proficiency testing. Must be able to hear standard equipment alarms, (buzzers, beepers).

_____ **Knowledge, Skills, and Other Job Requirements:** Must possess a high school diploma or equivalent, residential construction or commercial construction experience or related work or be otherwise qualified City employee. Microsoft Office Suite skills preferred. Must be able to read and comprehend City of Sikeston codes, ordinances, regulations, and manuals pertaining to property maintenance. Must be able to work independently in the absence of supervision. Must be able to write business letters and reports. Must possess excellent interpersonal communications and public relations skills. Must possess valid motor vehicle operator's license. Must reside within thirty (30) miles of Sikeston City limits by end of employment probationary period. Must maintain active landline or cellular telephone and vehicle operator's license. May be required to work irregular hours, as needed.

_____ **Equipment Used or Operated:** Motor vehicles; mapping equipment; measuring equipment, standard office equipment, base and communication radios.

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to any employment position as described in the foregoing job description, hereby acknowledges he/she has read said job description and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date

(Revised)