

**CITY OF SPRINGFIELD
JOB DESCRIPTION
CODE ENFORCEMENT OFFICER**

Supervised by: Director of Public Services
Supervises: No supervisory responsibility.

Position Summary:

Inspects properties to ensure compliance with local, State and other codes, regulations and standards and enforces regulations through informal facilitation through formal court action.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Receives and investigates complaints related to property maintenance code violations. Makes initial contact with property owners to reconcile issues, inspects properties and collects photographic and other documentation. Prepares formal communications and notices, and prepares official documentation to proceed with legal action as needed.
2. Prepares formal citations, assembles official files and supporting documentation, works with the City Attorney to prepare for court action and provides testimony as needed.
3. Proactively patrols the community to identify problematic properties and takes appropriate action. Notifies other departments, building and trades inspectors, or other external agencies as needed to address issues beyond standard property maintenance.
4. Works constructively with the public to educate on local property maintenance codes and ordinances and related requirements. Encourages voluntary compliance and remediation whenever possible.
5. Enters data and information into centralized record systems, generates reports and summarizes activities. Maintains paper files and legal files as required.
6. Administers the building permit process. Receives and reviews applications, plans and paperwork related to building and trades inspections, schedules appointments for inspections, receipts related payments and maintains associated records and files. Prepares formal correspondence and assembles official files.
7. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent. One or more years of specialized training through technical, vocational or trade school preferred.
- Previous experience in code enforcement, housing inspection or related field is preferred.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of the local ordinances, codes, and other regulations pertaining to property maintenance and related areas.
- Skill in operating cameras, measuring devices, and other equipment associated with conducting property inspections.
- Skill in maintaining accurate official records and using office equipment, including computers and related software.
- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to work constructively and interact professionally with other employees, property owners, renters, the general public, and various professional contacts.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position is required to regularly work outside the office at field sites, including visiting residential sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site. Some sites may involve exposure to extreme conditions and danger, such as animal hoarding or severe dilapidation of properties. An employee in this position must have the strength, stamina and physical coordination needed to gain access to and inspect the construction property described above.

This position also spends a portion of time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations.