

MEMORANDUM

From: Terry Fornash, Human Resource Coordinator

Date: November 21, 2017

Re: Code Enforcement Officer

This is a full time position with a starting salary of \$35,821 includes full benefits. Contact Terry Fornash, at 859-655-6349 or download application from www.newportky.gov. Open until filled.

**Development Services Department
Code Enforcement Division
Code Enforcement Officer**

CHARACTERISTICS OF THE POSITION: This is a highly skilled and technical position. An employee in this position is responsible for inspecting complaints regarding housing code violations, enforcing ordinances for animal and litter control and quality of life issues. Must enforce violation notices when necessary and maintain the case until the violation has been corrected. Reports directly to the Code Enforcement Division Manager and / or the Development Services Director.

ESSENTIAL FUNCTIONS:

- Ability to testify in court;
- Receives complaints regarding building violations;
- Ability to issue violation notices and citations to offenders;
- Must conduct a follow up inspections to insure violations are repaired to meet the codes;
- Must conduct business license inspections;
- Must cite property owners to mediation;
- Ability to testify in hearings;
- Ability to assist the Building Inspectors as needed;
- Issues citations for noncompliance of city ordinances;
- Transfers animals to the animal shelter as needed;
- Responds to emergency situations as required;
- Ability to safely operate a tranquilizer gun;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Assist in building maintenance and repairs;
- Completes all proper departmental documentation;
- Acts as an backup on answering telephone for secretary;
- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a standard high school, or the equivalency, supplemented by experience in the housing field;
- Or any combination of experience and training which provides the desired knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws and ordinances;
- Knowledge of basic modern construction techniques, principles and methods;
- A working knowledge of all applicable codes, to include an understanding of the proper methods for enforcement and inspection;
- Ability to understand, and interpret blueprints and other instructions related to the construction and modification of a building or residence;
- Communicate accurately with other officers, government agencies, and the general public regarding zoning and construction matters;
- Ability to work outside among different levels of an uncompleted structure, in order to inspect for compliance with building codes, zoning and other ordinances;
- Ability to establish and maintain effective working relationships with contractors and the general public.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or the ability to obtain, a valid operator's license;
- Must possess, or be able to obtain, certification as a Certified Housing Inspector;
- Ability to obtain any certification required for this position;
- Must be bondable.

LEGAL REQUIREMENTS:

- An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

ESSENTIAL PHYSICAL AND ENVIRONMENT DEMANDS:

- Ability to communicate effectively and prepare reports requiring mental reasoning and interpretation, writing, reading and thinking;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping;
- Ability to lift 25-150 pounds as required;
- Ability to safely operate large and small power tools;
- Ability to use hand tools;
- Work that is performed out of doors including periods of inclement weather with exposure to varying noise levels, fumes, dust and odors.