



CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Code Enforcement Officer

Status: Non-Exempt

General Statement of Duties:

Performs a variety of administrative, clerical, routine, and complex technical work in code enforcement and other related codes and assuring standards are met within the city. Also performs duties in the interpretations and enforcement of adopted codes and related rules and regulations within the city.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals and irate customers. The applicant must have the ability to mitigate disputes.

Typical Functions:

- Follows all personnel policies and procedures as set forth by the City of Rio Communities;
- Performs general routine clerical duties to include answering phones, typing, filing, and knows how to use computer software such as Word, Excel, Access, Power Point, Outlook, and Publisher;
- Assists the Planning and Zoning Director with letter composition and research documentation as required for Economic Development Comprehensive Planning and Zoning Regulation and Enforcement;
- Generates statistical and informational reports as necessary;
- Compiles data for use in planning and zoning studies;
- Answers public inquiries, conducts interviews and maintains records regarding housing, educational facilities, recreation, zoning and other conditions which affect planning studies;
- Enforces local codes as nuisance, grading, filing, and zoning, etc. Issues correction notices and citations.
- Performs a variety of functions related to the interpretation and enforcement of adopted code, rules and regulations;
- Patrols or inspects assigned areas to monitor for violation of local codes;
- Responds and investigates complaints of potential code violations relating to building occupancy, nuisances, hazardous sidewalks, or other conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, weed control, improper licensing, crowd control, encroachment, or other code related matters.
- Conducts field investigations of potential violations, gathers evidence, questions or interrogates complainants, witnesses and suspects and compares facts to code requirements, makes findings, and issues warnings, correction notices or citations;
- Assists in obtaining, enhancing, preparing or presenting exhibits or other data;
- Possess the ability to work well with the public; ability to read and understand complicated plans, and other technical records; ability to communicate effectively orally and in writing with



- public, other employees and elected officials. Must be able to handle situations involving conflict with tact and good judgment;
- Is able to organize and document data for a clear record of code enforcement activities, in order to support any citations issued;
 - Ability to maintain confidentiality;
 - Is familiar with Land Subdivision Regulations of the City of Rio Communities.

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimal Qualifications

- Thorough knowledge of clerical duties and knowledge of office equipment, to include microcomputer software applications (Word, Excel, Access)
- Thorough knowledge and ability to enforce municipal code through normal code enforcement principals, practices and methods.
- Able to perform work functions with limited or little supervision.
- High School diploma or equivalent.
- Three (3) years' experience related to inspection, law enforcement, land use, public administration or related experience or equivalent combination of education and experience.
- Valid New Mexico's driver's license required.
- Good oral and written communication skills.
- If he/she is not a New Mexico Local Zoning Official, he/she shall begin the process of certification immediately upon employment and shall become certified within 4 years.

Suggested Qualifications:

- Have not been convicted of Felony or Crime of Moral Turpitude.
- Bi-lingual preferred.

Equipment Used:

Knowledge to include: use of common office equipment such as typewriter, computer, copier, fax, postage machine, calculator, phone, or pager.

Supervision:

Work is performed under the direct supervision of the City Manager. Independence of action is stressed in general performance of duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to read, walk, sit, talk, and hear. The employee is frequently required to use hands or fingers to handle, feel or operate office equipment and reach with hands and arms. The employee is occasionally required to push, pull, stoop, bend or kneel.



The employee must occasionally lift up to 25 pounds and move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment:

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

While performing the duties of this job, the employee works both inside and outside in all weather conditions and is exposed to cold, hot, wet and/or humid conditions.

The noise level in the work environment is usually quiet to moderate.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen, background check and the ability to be bonded.

Compensation Type: Hourly position, paid every two weeks.

Exemption Status: Non-Exempt at will employee.

Salary: Starting salary is negotiable depending on qualifications, education, and training in related fields. Compensation is determined yearly by budgetary process. The Code Enforcer shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date