

## Saguache County Code Enforcement Officer Job Description

Job Title: Code Enforcement Officer

Exempt: NO

Department: Land Use Department      Reports To: Land Use Administrator

Elected Official(s) Board of County Commissioners

Date: September 2018

By: Board of County Commissioners

Orientation Period: on the job training

Supervisory Responsibilities: NO

**General Purpose:** In accordance with local, state, and federal regulations, performs code enforcement and environmental health duties to protect and maintain compliance with various standards.

### Essential Duties and Responsibilities:

- Investigate complaints and perform a variety of technical inspections to ensure compliance with land use, wastewater, marijuana regulations, environmental health, and public health regulations; and construction codes. Determine whether hazardous or illegal conditions exist.
- Prepare written reports, issue notices to correct code violations, issue "stop work" notices, testify in court regarding violations.
- Good working knowledge of Saguache County Land Development Code and able to educate the public on Saguache County regulations.
- Document site observations and related communications, cite offenders, and appear in court when necessary.
- Prepare and maintain a variety of records pertaining to public and environmental health and Land Development Code violations.
- Essential duties and responsibilities – this position is not a law enforcement position.
- Perform field work and office duties in coordination with the total effort of the department.
- Assist with and participate in emergency response as necessary.
- Perform other duties as assigned.

**Job Titles Supervised:** Role is not responsible for supervision of junior employees, but is expected to mentor and assist them if needed.

**Other Duties and Responsibilities:** Post properties for various public processes. Assist with other development-related services (Planning, Building, GIS).

### Minimum Requirements:

- High School Diploma or GED
- BS degree or 2 years of experience in related field if possible
- Code enforcement certification preferred but not required
- Valid Colorado Driver's License
- Must pass background check

- Must pass a pre-employment drug test
- Detailed knowledge of Saguache County Land Development Code
- Knowledge of State of Colorado Marijuana Statutes

**Other background demonstrating application of the following knowledge, skills and abilities:**

- Wide range of knowledge of materials related to building codes, environmental health, and code enforcement.
- Ability to read and objectively interpret regulatory and code requirements in a knowledgeable manner, and to tactfully and effectively communicate, orally and in writing, with the general public while maintaining effective relationships.
- Ability to independently recognize, evaluate and properly resolve unique problems or situations requiring the exercise of good judgment.
- Ability to read and interpret construction plans and specifications.
- Ability to maintain good records and prepare written reports.
- Physically capable of safely moving about on construction work sites.
- Skill in the safe and efficient operation of a motor vehicle.

**Nature of contacts with others required for successful job performance:**

- Ability to effectively communicate, in a tactful manner, complicated information to the general public who, at times, may be upset.
- Ability to work with other staff members forming an effective team serving the citizens of Saguache County. Responsibility for property, materials, money and confidential information: This position may require the handling of funds paid for permits and fines. Material and equipment used includes but is not limited to: calculator, County vehicle, telephone, computer, fax machine, copier. Position requires discretion with regard to confidential information.

**Working Environment/Physical Activities:** Substantial time is spent in the field doing inspections, traveling improved and unimproved roads. This position may require the individual to occasionally change a flat tire, free a vehicle from mud or snow, walking to a site and at the site be able to climb stairs and use ladders. Office work is done in a noisy, busy environment with a great deal of time spent on the telephone. This position requires frequent exposure to cold, heights, noise, driving, standing, sitting, walking, bending, working with others and repetitive movements.

This description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions.

This is a unique position – position will report to County Sheriff and Land Use Administrator with a monthly report to the Board of County Commissioners, more reports may be required.

May through November of each year will be very busy times for this position.