



**ARCHULETA COUNTY, COLORADO
JOB DESCRIPTION**

**TITLE: Code Enforcement Officer
DEPARTMENT: Development Services
FLSA STATUS: Non-Exempt**

JOB SUMMARY:

Conduct Inspections – For Vacation Rental Permits, Marijuana and Liquor Licenses, and Building Permits to ensure compliance with Land Use Regulations and adopted Building Codes.

Land Use and Nuisance Code Enforcement – Investigate possible violations of the Land Use Regulations, Building Codes, and Nuisance Ordinance to gather evidence and determine compliance or non-compliance. Provide all notices to affected property owners and take such other action as is reasonably necessary to accomplish the abatement and compliance of affected property.

SUPERVISION RECEIVED

Receives general direction from the Development Services Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS:

The duties described herein 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.

Code Enforcement

Perform a variety of field and office work in support of the County's code enforcement program.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County nuisance codes and ordinances. Interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business on order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violation.

Assist the Development Services Director in preparing evidence in support of legal actions by the County; testify at hearings in court proceedings, as required.

Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

Liquor License Inspection

Inspect establishments to ensure they comply with all applicable County building codes.

Inspect establishments for the accuracy of the liquor license application diagram reflecting bars, walls, partitions, ingress, egress, and dimensions.

For outside events, inspect the evidence submitted to ensure accuracy of intended controlled area where alcohol will be served.

Marijuana License Inspection

Review all marijuana applications, permits and drawings to ensure they comply with all applicable County marijuana regulations and building code standards. As well as, proof of compliance with Colorado State Plumbing and Electrical codes.

OTHER DUTIES

Assist the Chief Building Official with building inspections and plan review as needed.

Assist the Development Director with land use permit inspections and enforcement.

Assist with reception of incoming telephone calls and walk-in traffic as needed.

Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.

Education, Experience and Licenses

Education – Equivalent to completion of the twelfth grade supplemented by specialized training in related field.

Experience - Minimum of two years of building, compliance, and/or permitting experience preferred.

Licenses and Certifications: Valid state driver's license and a satisfactory motor vehicle record.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Pertinent nuisance codes, laws, and regulations.
- Procedures involved in the enforcement of nuisance codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of maintaining and compiling a variety of computer records and files.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software and databases.
- Modern office practices and procedures including computers and supporting word processing and spreadsheet applications.

Ability to:

- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Effectively communicate both orally and in writing.
- Interpret and apply applicable nuisance code, regulations, and abatement.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful and firm manner.
- Investigate complaints and mediate resolutions in a timely manner.

PHYSICAL DEMANDS:

The physical demands described herein 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.

Requires frequent moderate lifting/carrying (up to 49 pounds) and occasional heavy lifting/carrying (50 pounds and over). Requires frequent standing, sitting, pushing/pulling, bending/stooping, twisting, kneeling, squatting.

Ability to conduct activities requiring climbing, stooping, kneeling/bending, crawling, twisting and reaching on a moderate to substantial basis.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Have the ability to see small objects at a distance, to identify objects in low light or bright light, to see movement in a wide field of vision and to see and distinguish close objects, such as in reading detailed documents. Requires full range of peripheral vision to monitor multiple computer systems.

Requires full range of hearing to monitor multiple radio and telephone systems. Ability to hear and conduct routine conversation and to distinguish various signals, radio transmissions. Have the ability to hear a wide range of sounds, to distinguish type of sound and where it originates.

Ability to work with hands above shoulder height or arms extended at shoulder height. The employee is required to use hand to finger, handle, grasp or feel objects, tools, or controls, and reach with hands and arms, talking in person and via telephone or radio. This position is occasionally required to stoop, kneel, or crouch.

Requires repetitive movement's standard in office-related activities such as typing, and sitting and standing

May work shifts, holidays, weekends and on-call as needed.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.

Work is typically performed in an outdoor environment. Incumbent experiences frequent exposure to all types of weather conditions, dust, solvents, grease and oils. Requires occasional travel in an automobile in all types of weather conditions.

At times work may be performed in a quiet office. That office may (potentially) be exposed to hostile or argumentative clients.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.