

THE CITY OF DEL CITY JOB DESCRIPTION

CODE ENFORCEMENT OFFICER I

GENERAL FUNCTION:

This position is responsible for enforcing the Del City Code of Ordinances as well as assisting with various Neighborhood Enhancement programs within the city. Work performed is of a specialized nature requiring knowledge, skills, and abilities in the areas of investigation, record keeping, and customer service. Position serves in the Community Development Department of City Hall.

ESSENTIAL DUTIES:

- Responsible for the investigation of potential violations to a variety of codes, standards, and regulations.
- Documents conditions of investigated properties, prepares and delivers correspondence to property owners, and maintains detailed records of each property and violation.
- Issues citations, when appropriate, based upon documented evidence of violations and provides evidence and testimony in court when requested.
- Investigates complaints submitted by community stakeholders and provides appropriate follow-up as needed.
- Provides customer support to citizens, business owners, and the public at large regarding the Neighborhood Enhancement Program.
- Research and train on assigned International Code Council (ICC) certifications, continuing education, and supplemental materials.
- Support department with administrative tasks and research as needed.
- Maintains a professional appearance, bearing and manner at all times.
- Perform related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- A High School Diploma / GED from an accredited educational institution is required.
- Possession of a State of Oklahoma Driver's License and a driving record acceptable to the City's Insurance Carrier is required.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Possess certificate of completion of the Oklahoma Code Enforcement Association (OCEA) Basic Code Class or be able to obtain certificates of completion within one (1) year of employment.
- Ability to work overtime when necessary.

PHYSICAL REQUIREMENTS:

- Ability to walk, sit, and stand in or around residential or commercial sites.
- Ability to climb ladders and stairs.
- Ability to crawl into attic or crawl-space environments.
- Ability to fully operate a motor vehicle.
- Ability to work in various (non-hazardous) weather conditions.
- Ability to sit for prolonged periods of time while working on a computer.
- Ability to lift up to 15 pounds.

SUPERVISION GIVEN AND RECEIVED:

Performs duties under the direct supervision of Chief Code Enforcement Officer.

Signature

Date