

CODE ENFORCEMENT OFFICER

The City of St. John is accepting resumes for a Code Enforcement Officer. This is a full-time, forty hour per week position that will primarily be responsible for vector control and will also conduct occupancy inspections and property maintenance inspections. Some evening and weekend hours will also be involved. The successful applicant will have code enforcement experience, NACA certification and/or ICC property maintenance inspector certification; a strong communicator, experienced with word processing and spreadsheet software, and able to perform work on a PC and tablet. Starting salary is \$41,697 with a very competitive benefits package including health, life, dental insurance and LAGERS retirement. Resumes can be emailed to dcampbell@cityofstjohn.org or can be submitted at the St. John Municipal Center, City Hall Counter, 8944 St. Charles Rock Road and will be accepted until the position is filled. The City of St. John is an Equal Opportunity Employer.

**CITY OF ST. JOHN
JOB DESCRIPTION**

TITLE: CODE ENFORCEMENT OFFICER

**FLSA: Non-exempt
Grade: 12**

General Summary

Under the direction of the Public Works Director, is primarily responsible for the enforcement of the Municipal Code as it relates to nuisance abatement, weeds, trash and debris on residential and commercial property within the City. Performs responsible technical inspections in the enforcement of City building and zoning codes; performs occupancy inspection, property maintenance inspections, investigates complaints of possible code violations and initiates enforcement actions; prepares correspondence pertaining to applications and complaints and issues summons to appear in court.

Principle Duties and Responsibilities

1. Enforce the provisions of the Municipal Code as it relates to property maintenance issues: nuisances, grass and weeds, trash, junk and debris, failure to maintain property, hazardous trees, derelict vehicles, and occupancy violations. Enforcement means conducting an inspection to identify the violation, providing the property owner with adequate notice of violation, follow up to correction or issues a summons to appear in Municipal Court if necessary. This function normally occupies approximately 55% of the work time.

2. Perform basic administrative tasks related to enforcement activities. These tasks include drafting correspondence, issuing warnings and summons; appear in court, documenting cases, and maintaining hard copy and computer files. This function normally occupies approximately 30% of the work time.

4. Performs seasonal duties and other tasks as may be assigned by the Public Works Director. These duties include snow removal, coordinating work activities with the Street Department; participate in annual stream clean up, etc. This function normally occupies approximately 15% of the work time.

Required Knowledge, Skills and Abilities

1. Knowledge of the principles and practices associated with code enforcement activities. This is normally acquired through specialized training and through direct on-the-job experience.

2. Knowledge of the Municipal Code of the City of St. John and the International Property Maintenance Code.

3. This position requires strong verbal and interpersonal skills that will allow the code enforcement officer to relate to and deal effectively with a diverse group of citizens, business owners, elected officials, and internal clients. It is expected that the successful code enforcement officer will have the ability to learn and follow City and Department rules and regulations and represent the Department before the Municipal Court and various boards and commissions.

4. Some of the work is performed in an office environment and requires strong computer skills including word processing, generating reports, spreadsheets, etc. In addition, it requires strong organizational skills and the ability to complete tasks in a timely manner.
5. Some of the work is performed outside and requires the ability to drive cars, trucks as large as a 2T. dump truck; operate a loader, and small machines such as a snow blower. Requires the ability to move from a sedentary to active condition in response to environmental situations, animal flight, and strength to lift heavy animals or objects.
6. Requires a valid Missouri operator's license and must be able to operate a manual transmission.

Work Conditions

Although some work is performed in a normal office environment, the majority of work is performed outside in all weather conditions. Although the normal working hours are 8-5 M-F, the position requires availability after normal working hours, weekends, infrequent evening meetings, and response to snow events.

This position may involve exposure to and requires the employee to function in the presence of the following: personal danger, including but not limited to, belligerent and/or dangerous persons; persons and/or articles with contagious/communicable diseases.

Because department employees who deal with the public may come into physical contact with others, the City will not knowingly expose citizens or other employees to an employee infected with a contagious disease that poses a direct threat to others.

Decisions regarding infectious disease will be based on reasonable medical judgments given the state of medical knowledge about: the nature of the risk (how the disease is transmitted); the duration of the risk (how long is the carrier infectious); the severity of the risk (what is the potential harm to third parties); and the probability that the disease would be transmitted and will cause varying degrees of harm.

General Statement

The above statements are intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, skills required, and work conditions required by this classification. The percentage of time attached to each function is intended for illustrative purposes only and may fluctuate depending on the needs of the Department.

EOE/AA/M/F/D/V/E-VERIFY