



**COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

CODE ENFORCEMENT INSPECTOR

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of routine code enforcement, public safety, and clerical tasks. Provides administrative support as needed.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Enforces common property maintenance codes, including weed/grass control, parking in the grass, accumulation of garbage and debris, and exterior building maintenance requirements. Regularly observes properties for more complex building violations and refers addresses to the Building Inspector for follow-up.
- 1.2 Enforces snow removal requirements for public sidewalks.
- 1.3 Works closely with the Director of Public Works and Community Development Director to ensure fair and consistent enforcement of municipal codes.
- 1.4 Inputs data into standard office and department forms, both manual and automated, makes simple postings to various reports, compiles and tabulates data.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Code Enforcement Inspector needs to be able to solve practical problems, interpret instructions, complete simple addition and subtraction, copy, count and record information, understand and follow verbal and/or demonstrated instructions, write identifying information, request supplies verbally and/or in writing, to file, post and mail materials, accurately copy data from one source to another, guide people and provide basic directions, to communicate effectively verbally and/or in

writing with customers who have been issued citations, to complete time cards, to coordinate schedule to meet hourly limits and meet department needs. Code Enforcement Inspector will be familiar with the details of the job and complete it satisfactorily after field training and under indirect supervision.

TOOLS AND EQUIPMENT USED:

Personal computer including software, word processing spreadsheet and database software, copy machine, and fax machine, typewriter, printers, email, motor vehicle.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee frequently walks and works alone. Employee frequently stands; keyboards; uses repetitive movements; has contact with general public and needs the ability to communicate effectively, in English, both verbally and/or in writing, with customers and the general public when they request information. Employee occasionally sits; drives motor vehicles; reaches; grasps; holds; uses eye-hand coordination; hears; talks; climbs stairs. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

Minimum education: High School, or GED equivalent.

Two years of customer service-related experience.

Valid driver's license.

No felony or job-related criminal convictions.

Ability to work flexible hours.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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, employee is occasionally exposed to temperature extremes and dampness when working outside. Employee is rarely exposed to dirt and noise when working outside.

POSITION ACCOUNTABILITY:

REPORTS TO: Community Development Director and Public Works Director

SUPERVISION EXERCISED: None.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference checks; complete background investigation; job-related tests might be required.

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 logical assignment to the position.

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

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council:

Revision History: 02/12/18, 8/26/20, 4/30/21