CODE ENFORCEMENT OFFICER

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Planning and Development	**Position Reports To :** Director of Planning and Development
Physical Location For This Position : City Hall	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning, safety laws, city ordinances, and approved plans, specifications, and standards. Also inspects plumbing and HVAC . Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of Building Codes, grading, zoning, and safety laws and approved plans, specifications, and standards.

2. Reviews Building, plumbing, HVAC and electrical permit applications and verifies payment of fees.

3. Gathers evidence, and appears in court as witness.

4. Keeps records of inspections performed, actions taken, and corrections recommended and secured.

5. Obtains permission from owners and tenants to enter dwellings.

6. Conducts field inspections to determine compliance with all indicated standards.

7. Measures dwelling and structure units to determine compliance with ordinance space requirements.

8. Inspects existing premises for overall cleanliness, adequate disposal of garbage and rubbish, obtrusive vegetation, and for signs of vermin infestation.

9. Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies.

10. Consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violation by property owners and tenants.

11. Explains requirements of housing standard ordinances to property owners, building contractors, and other interested parties.

12. Keeps inspection records and prepares reports for use by administrative or judicial authorities.

13. Reviews request for and issues building permits.

14. Addressing coordinator.

15. Ability to interact and coordinate workloads with team members.

16. Regular and punctual attendance.

17. Ability to work overtime.

18. Perform any other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the

organization. The total value for the above would range form $1,000,000 to $10,000,000.

What departments (if any) are supervised by this position? : none

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMAND

VERY CLOSE MENTAL DEMAND. Operations requiring VERY CLOSE AND CONTINUOUS ATTENTION for control of operations which require a HIGH DEGREE OF COORDINATION OR IMMEDIATE RESPONSE. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.
- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Must have or be willing and capable of obtaining a Building Inspectors License. Must have or be willing and capable of obtaining a HVACR Inspectors License. Must have or be willing and capable of obtaining a Plumbing Inspectors License. Must have a valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Plans Examiner License

Commercial Building Inspectors License

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts of CONSIDERABLE IMPORTANCE within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic
- Accounting: None

- Alphanumeric Data Entry: Intermediate
- Contact Management: Intermediate
- Database: Intermediate
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Intermediate
- Programming Languages: None
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently
- Walk: Frequently
- Sit: Occasionally
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Frequently
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Regularly
- Taste or smell: Occasionally

WEIGHT LIFTED

- Up to 10 pounds: Regularly
- Up to 25 pounds: Regularly
- Up to 50 pounds: Regularly
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties

that require seeing beyond or around the focused vision area).

- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

PHYSICAL DEMAND

MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Frequently
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Frequently
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Frequently
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Frequently

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ADDITIONAL INFORMATION
Must be willing to continuously obtain certifications and licensing in reasonable timeframes as required to maintain compliance with Code Enforcement

Completed by: Charlotte Rue

Completed date: Wed Jan 07 2026 14:41:54 GMT+0000 (Coordinated Universal Time)