

TOWN OF KREMMLING

CODE ENFORCEMENT JOB DESCRIPTION

Class Title: Code Enforcement Officer
Department: Police Department
Reports To: Chief of Police
Prepared Date: August 26, 2022
FSLA: Full Time – Non-Exempt
Salary Range: \$20.00-\$24.00 per hour

BENEFITS

Full-time non-exempt employees are eligible for benefits. Benefits include health insurance, dental, vision, MASA, retirement plan, paid holidays, and paid time off.

GENERAL STATEMENT OF DUTIES:

Administers code enforcement program for the Town of Kremmling. Performs responsible technical and public contact work ensuring compliance and enforcement with rules and regulations related to building and zoning codes, permits, licenses, and animal code violations; investigates citizen complaints. Provides code enforcement information to the general public; receives and processes citizen complaints related to code enforcement issues; develops and tracks case files; conducts field site visits.

DUTIES AND RESPONSIBILITIES include the following.

ESSENTIAL DUTIES ARE:

- Responds to complaints of potential zoning and building code violations including but not limited to signage, building occupancy, construction, land use, zoning, noise, dumping, clearing, short term rentals and blight junk).
- Conducts field inspections and posts notices as appropriate. Gathers evidence, questions complainants, witnesses, and suspects. Compares facts to code requirements.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations.
- Confirms with and informs the Chief of Police and Town Manager of pertinent code enforcement issues.
- Develops written information for the public explaining alleged violations.
- Receives complaint information from the public and other agencies regarding potential building code, land use code, sign code, junk, short term rental code violations.
- Document's complaint information develops case files and assembles information and records specific to each complaint or case; logs complaint cases into computer tracking system; continues to document and assemble information as necessary to accurately document developing information and complaint history and investigation.
- Investigates alleged violations (building, zoning, blight Junk), short term rental, sign, etc), participates in on-site inspections and reviews.
- Provides guidance to Town staff relevant to investigations of alleged violations and development of case file information.
- Prepares standard notification to code violators outlining the nature of the violation, penalties and other legal action for failing to correct the infraction, and procedures necessary to cure the violation; drafts and prepares citations and/or proceeding for code enforcement violations; assists staff in preparing and serving Cease & Desist Order; develops written materials and files per established protocol that provide pertinent information and documentation necessary for legal proceedings, appears in court or other legal proceedings as needed.
- Closes files by procuring and filing compliance documents such as building permits, certificates of occupancy, and the Board minutes; notifies constituent(s) of investigation outcome.
- Acts as liaison with other departments regarding enforcement issues.

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- Assists Chief of Police, Town Manager, and other staff with various special projects or programs.
- Other duties and special projects may be assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience or equivalent to high school graduation or general education degree (GED); one to two years of related code enforcement or interpretation experience and/or training is preferred but not required.

ABILITIES, SKILLS AND KNOWLEDGE:

- Ability to read and interpret documents such as operating and maintenance instructions, procedure manuals, and planning and zoning reports.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with residents, businesspersons, and employees in other Town departments.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Skill in public communications.
- Administrative skills in the areas of researching, organizing information, and general office computer skills. Knowledge of record keeping, report preparation, filing methods and records management techniques. Ability to establish and maintain effective working relationships with fellow employees, the public, supervisors, and other Town officials.

SPECIAL REQUIREMENTS:

Must possess a valid Colorado driver's license.

Must pass a criminal history check.

PHYSICAL REQUIREMENTS:

- Ability to regularly use hands to finger, handle, or feel and talk and hear.
- Ability to frequently sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Ability to occasionally stand and walk.
- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to use close vision, distance vision, color vision, peripheral vision, depth perception.
- Ability to adjust focus.

WORK ENVIRONMENT:

- The employee is occasionally exposed to outside weather conditions.
- The noise level in the office work environment is usually low to moderate.

TRAVEL:

- Within the Town Limits.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as Code Enforcement Officer – August 2022

assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

To Apply: Email **application, cover letter, and resume** to manager@townofkremmling.org. Applicants will be reviewed as resumes are received. This posting will close on September 30, 2022.