



City of Normandy, Missouri

Job Description

Title: Code Enforcement Officer

Department: Public Works

Status: Full-Time / Hourly / Non-exempt

Reports to: Public Works Director

Appointment: Appointed by the Mayor with Consent of Council

Pay Range/Grade: G4, \$21.00/hr – \$23.82/hr;
G5, with ICC Certification- \$23.03/hr - \$25.97/hr

Number of Positions: 1

JOB SUMMARY:

Under the supervision of the Director of Public Works, the Code Enforcement Officer is responsible for enforcing the municipal code of ordinances of the City of Normandy in order to promote the safety, health, comfort and welfare of the people of Normandy. The Code Enforcement Officer also shall serve as the building inspector and shall be responsible for reviewing, inspecting, and approving various permits.

The position of Code Enforcement Officer is a full-time hourly non-exempt position with pay ranging from \$21.85 - \$24.79 hourly with additional considerations given for candidates with certain certifications. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Enforcement of Municipal Ordinances

- a. Work with residents of the community to address violations of the nuisance code, building code, and zoning code.
- b. Issue notices of violations for various nuisances in pursuit of gaining compliance with municipal ordinances.
- c. Communicate with citizen effectively in order to achieve voluntary compliance with municipal ordinances in regards to nuisances and property maintenance code violations.
- d. Conduct on-site inspections of existing institutional, industrial, commercial and residential properties to verify compliance with city ordinances and property maintenance standards.
- e. Issue citations for violators of municipal ordinances.
- f. Patrol assigned areas to identify and evaluate ordinance violations.
- g. Prepare evidence in support of legal action taken by the city.
- h. Respond to resident complaints regarding public nuisances.

B. Nuisance Abatement

- a. Coordinate with the prosecuting attorney, municipal judge, and the Public Works Director in order to abate public nuisance.
- b. Make application for administrative search warrants as necessary.
- c. Provide notice to property owners regarding nuisances and the abatement thereof.
- d. Participate, as a witness, in administrative hearings regarding the abatement of nuisances.

C. Building Inspector

- a. Conduct inspections of residential dwellings to ensure compliance with the International

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- Building Code 2009 and the International Property Maintenance code 2009.
- b. Issue Certificates of Compliance and Occupancy Permits to property owners and residents of the City in order to provide for the compliance of municipal ordinance violations.
 - c. Conduct inspections and issue Commercial Occupancy permits for commercial buildings.
 - d. Investigate dangerous buildings and living conditions upon complaint and proactively.
 - e. Perform inspections related to building permits and other various permits.
- D. Review Permits and Plans**
- a. Review applications and plans submitted for building permits to ensure compliance with building codes and other ordinances.
 - b. Review sign and fencing permits to ensure compliance with the zoning code.
 - c. Calculate permit fees and review submitted cost estimates for permits.
- E. Other Duties as Assigned**
- a. Administer the sewer lateral program for the City.

MINIMUM QUALIFICATIONS:

Education and Experience

- High School Diploma or GED equivalent
- At least three (3) years of experience in building inspection, code enforcement, or related field.
- ICC Certification is preferred.
- Valid Driver's License
- Experience with iWorq's programs is desirable.

CERTIFICATIONS

Employees who complete possess International Code Council Certification are eligible to be placed at a higher pay classification (G5 \$23.03/hr - \$25.97/hr).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant zoning, nuisance abatement, property maintenance, building, and health and safety codes
- Knowledge of municipal code enforcement principles and practices
- Knowledge of computers and Microsoft office programs
- Skill in the preparation of clear and precise administrative reports
- Skill in dealing with difficult situations and angry people
- Skill in oral and written communication
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands

The physical demands described 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 essential functions of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms. The

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employee is regularly required to stand, walk, sit, climb and balance, stoop, kneel, crouch, or crawl. The employee is frequently required to talk, hear and smell.

The employee must frequently lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY:

Please send a copy of your resume and cover letter to City Administrator, Segun Babalola, at Sbabalola@cityofnormandy.gov.

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