

# NOTICE OF JOB OPENING

---

**POSITION:**

Code Compliance Officer  
(Full-Time)

**DEPARTMENT:**

Code Compliance/Public Safety

**PAY SCALE:** \$29,120 (entry)-\$35,360 (top pay)/annually  
(Depending on qualification/experience)

**POSITION SUMMARY:**

Under direction of the Chief Code Compliance Officer, this is a sworn enforcement position upholding property maintenance and blight issues in accordance with local ordinances. Work includes inspecting, citing and abating nuisances, blight, and general ordinance violations.

**GENERAL DESCRIPTION:** Performs responsible technical and administrative work in the enforcement and compliance of municipal laws, standards and regulations.

---

**Essential Job Functions:**

- Perform a variety of field and office work in support of the City's local code enforcement program.
- Conduct field investigations and inspect properties for violations; as well as investigating and enforcing municipal codes, laws and ordinances within the city.
- Prepares reports, maintains logs/records, and issues citations and notice of violations to property owners and tenants in violation of the City's codes and/or regulations.
- Condemns unsafe structures and initiates demolition procedures when applicable.
- Performs follow-up inspections, and when necessary, coordinates with various public and private entities to ensure that violations are corrected.
- Patrol targeted areas in a City vehicle to identify and evaluate problem areas and/or ordinance violations and determine appropriate course of action to resolve violations.
- Operate computer and other related tools and equipment to enter, process, and acquire data relative to complaints, inspection sites and effective code enforcement.
- Perform other duties as required.

**QUALIFICATIONS:**Knowledge of:

- Operations, services and activities associated with a municipal code compliance program.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers, tablets and supporting word processing and spreadsheet applications.

- Occupational hazards and standard safety practices.

Ability to:

- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.
- Respond to Interact with the public in a fair, tactful and timely manner.
- Prepare accurate and detailed documentation of investigation findings.
- Research, compile and collect data.
- Type and enter data accurately and at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

A high school diploma or equivalent is required.

Ideal candidates should possess one year of work experience involving a high level of public contact. Experience that includes the enforcement of municipal code is highly desirable.

Licenses, Certification or Registration

Candidates must possess a valid Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Indoor and outdoor environments; may work alone; travel from site to site; may be exposed to noise, dust, inclement weather conditions and potentially hostile environments.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment. Standing, stooping, reaching, kneeling, climbing ladders and stairs, walking on uneven terrain, loose soil and sloped surfaces may be required. Operation of office equipment, which may require repetitive hand movement and fine coordination including use of a computer and or tablet are also required. All candidates must have the ability to see and hear in the normal range with or without correction.

All applicants will be screened for drug use, driving record, and criminal background check.

**The City of Benton Harbor is an equal opportunity employer and a drug-free workplace.**