

City of Merriam- Job Description

Job Title: Code Compliance Officer
Department: Community Development
Reports to: Neighborhood Services Manager
Status: Full-time; Non-Exempt
Pay Grade: G

Position Summary

This position is responsible to support the City of Merriam's mission by interpreting and enforcing adopted codes, rules, and regulations. This includes property maintenance, vegetation maintenance, and nuisances and may include overseeing the Rental Property Program.

Essential Functions

- Routinely patrols and inspects the City to monitor for code violations, nuisances, occupancy issues, land use, signage, dumping, polluting, and other related matters
- Administers the property maintenance and environmental inspection function
- Receives and investigates complaints and writes corrective letters, when necessary
- Prepares testimony and exhibits and testifies in municipal court, when necessary
- Meets with owners, tenants, contractors, developers, and business to review and explain code requirements, violations, or potential violations, and secures compliance
- Prepares a variety of written correspondence
- Responds to requests for information and offers assistance in code enforcement matters
- Maintains a variety of inspection and code enforcement activities
- Make recommendations for amendments and additions to codes or regulations, as necessary
- Works in coordination with a variety of departments to ensure processes run smoothly
- Works with police and prosecutors to obtain written or recorded statements, depositions, or admissions, as needed
- May serve as a member of various employee committees
- Promote City values at all times
- Other duties as assigned

Knowledge, Skills, and Abilities

- Thorough knowledge of code enforcement principles, practices, and methods, as applicable to a municipal setting
- Working knowledge of applicable knowledge, standards, and regulations
- Working knowledge of inspection techniques
- Ability to prepare, organize, and maintain inspection field data, reports, and systems
- Ability to analyze complex situations, problems, and data and use sound judgement to draw conclusions and make decisions
- Ability to comprehend and articulate complex facts
- Ability to testify in court
- Ability to establish and maintain effective working relationships with the public, employees, and elected officials
- Ability to follow verbal and written instructions

Knowledge, Skills, and Abilities (continued)

- Ability to handle stressful situations and effectively deal with difficult or angry people

Minimum Requirements

- Must possess a valid driver's license with an acceptable driving record

Education and Experience

- High school diploma or GED
- At least 2 years of experience related to inspection, law enforcement, building inspection, land use, public administration, or other related field
- Any equivalent combination of education and experience will be considered

Physical Demands

To perform the essential functions of this job successfully, employees must be able to meet certain physical demands. Reasonable accommodations may be made for individuals with disabilities.

This is a physically active role. The employee will be required to stand, walk, have fine finger dexterity, and reach with hand and arms. The employee is frequently required to sit, walk and operate a city-vehicle.

Employee must occasionally lift and/or move up to 50 pounds.

Auditory acuity within normal range, with or without correction, is required

Visual acuity with or without correction, for reading computer screens, printed documents, and operating equipment is required.

Work Environment

Typically work is performed in an office environment and is frequently required to work in outside weather conditions of all types and during all seasons. The employee will occasionally work in high, precarious places, and may be exposed to toxic or caustic chemicals. The typical noise level in the work environment is quiet to moderately noisy, and is occasionally loud.