



**CITY OF ANKENY IOWA**  
**invites applications for the position of:**

## **Code Enforcement Officer I**

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**SALARY:** \$29.45 - \$39.52 Hourly  
\$61,260.00 - \$82,210.00 Annually

**OPENING DATE:** 10/25/21

**CLOSING DATE:** 11/14/21 11:59 PM

### **FUNCTION:**

The City of Ankeny is accepting applications for the full-time position of Code Enforcement Officer I in the Community Development Department. Under general supervision and direction, this position performs work in investigating complaints and property maintenance code violations, enforcing applicable codes or regulations and initiates appropriate enforcement action; performs related work as required. Serves as the initial point-of-contact for concerns regarding nuisance code violations and complaints.

*Starting salary range for this position is \$61,260 - \$70,916 annually depending on qualification, plus excellent benefits. Applications must be received online at no later than Sunday, November 14, 2021.*

To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on **Monday, November 15, 2021**. Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 11/15/2021.

Interested candidates should complete a City of Ankeny employment application [online](#) with cover letter and resume. Physical, pre-employment drug screen and background check required.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Receives complaints of nuisance violations of city codes and ordinances.
- Performs office and clerical duties in support of property maintenance activities.
- Provides monthly and other required activity reports.
- Performs systematic and routine inspections in the enforcement of the property maintenance codes.
- Reviews case files.
- Conducts interviews, field investigations and site surveillance.
- Identifies and investigates unlawful building, zoning and nuisance activities, determines compliance requirements and initiates corrective actions as authorized by city ordinance.
- Explains violations and alternative mitigation measures.
- Issues Warning Notices, Citations and Notices to Appear.
- Refers cases to other agencies as applicable.
- Coordinates enforcement activities with other agencies.
- Generates reports and conducts research using computer.
- Provides technical expertise.
- Removes illegal signs.
- Assists processing of abatement orders.
- Prepares written reports, legal documents, memos and letters.



- Prepares case information for and presents evidence at appeal hearings and other legal proceedings.
- May act as advocate in appeal hearings.
- Performs weed abatement inspections.
- Other duties as assigned.

### **ENTRY REQUIREMENTS AND SKILLS:**

- Must have high school diploma or equivalent and experience in the building trades or inspection and enforcement work.
- Knowledge of city codes and ordinances related to land use and zoning.
- Ability to read and interpret codes and ordinances and make sound judgments in stressful situations and explain the code to the general public.

### **REQUIRED SPECIAL QUALIFICATIONS:**

- Certification by the International Code Council (ICC) as a Property Maintenance and Housing Inspector within one year from date of hire.
- Must maintain a valid driver's license issued by the State of Iowa.

### **WORKING CONDITIONS:**

- Works in both a typical office and construction field environment.

### **PHYSICAL REQUIREMENTS:**

- Periodically lifts heavy objects weighing up to 50 pounds and carries for short distances.
- Climbs and walks over uneven terrain.
- Required to work in adverse weather conditions for a period of time.
- Must be insurable.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat, and walk.
- Must be able to move up and down ladders and stairs.
- Must be able to work in wet, snow/icy weather conditions.
- Must keep regular and reliable attendance at work.