



CITY OF GRIMES SEEKS CODE ENFORCEMENT OFFICER

The City of Grimes seeks a detail oriented, service-minded Code Enforcement Officer to start building out the City of Grimes property maintenance and housing programs in this newly created role. The Code Enforcement Officer will report to the Development Services Director and help owners, residents, builders, architects, engineers, attorneys, contractors and developers relating to the issues of building and zoning code requirements, construction procedures and offer incidental assistance related to permit applications. Starting pay ranges from \$27.66 to \$29.18.

TO APPLY:

All job offers are subject to background check. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted. The deadline for submitting applications is **11:59 P.M., Sunday, March 19, 2023.**



City of Grimes Job Description

A. Position Title Location

Code Enforcement Officer	Grimes Community Complex
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B. Job Specifications

<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Department 51, Building	To: Click here to enter text.
Reports to:	Development Services Director	Bargaining Unit: N/A
Post Offer Testing:	Click here to enter text.	FLSA: Non-Exempt
Civil Service:	N/A	Hourly/Monthly Pay: \$27.66 - \$29.18/hour

C. Job Description Summary

Under general direction of the Development Services Director, oversees the property maintenance and housing programs for the City. Also, works closely with all City Departments to review and investigate potential violations of the City Ordinance, policies and regulations, and conducts appropriate abatement and/or enforcement actions.

D. Routine Job Duties/Responsibilities

<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Administers the property maintenance code and rental housing code.
Conducts and oversees the housing inspection process for all rental properties; issues corrective notices, violations and unsafe to occupy orders.
Reviews buildings and sites for conformance with applicable codes and resolves interpretation issues for properties owners, residents and contractors. Evaluates modifications to adopted codes when necessary.
Assists with the review, updating and development of property maintenance, building and zoning codes.
Provides information and counseling to owners, residents, builders, architects, engineers, attorneys, contractors and developers regarding building and zoning code requirements, construction procedures and offers assistance in making application for permits.
Performs investigations of ordinance violations relating to development, nuisance abatement, property maintenance, vehicle storage and building code violations; seeks voluntary compliance where possible, advising on corrections, and issues violation notices and citations where necessary; institutes necessary action to prosecute building code violators and represents the City in legal matters regarding building regulations
Coordinates and develops ongoing ADA full compliance efforts within the City. Arranges or conducts training on ADA requirements; monitors architectural barrier surveys; develops process for fulfillment of requests for alternative formats, interpreting services and other communication access needs; and development of required Transition Plan to remove access barriers.
Assists, as necessary, the Public Works Department with the review of SWPPP's for construction projects and inspections of construction sites. Issues corrective notices and violations as needed and works to achieve compliance.
Performs other duties and responsibilities as may be assigned.

E. Periodic Job Duties/Responsibilities

Attends meetings as assigned or requested. Assists with the review of building and construction plans and subsequent inspections as necessary.

F. Qualifications

Education/Experience:	High school graduate and 2-3 years' experience in building trades or municipal infrastructure construction. Knowledge of local, state and national codes in zoning, electrical, plumbing, mechanical, building and housing. Knowledge of building construction and materials, methods and practices in the trades. Must be able to read and interpret building construction plans, site plans, and topographic maps. Must possess ability to interpret building plans, site plans and specifications to determine conformity to applicable codes and acceptable construction practices.
Skills:	Ability to communicate effectively. Ability to operate personal computer or related equipment and able to maintain clear and concise records and reports.
Knowledge	See above plus knowledge of legal procedures as it relates to the enforcement of regulatory codes.
Licenses/Certifications:	Valid Iowa drivers' license. Certification by the International Code Council (ICC) as a Property Maintenance Inspector is required within 2 years of employment date.
Other:	Click here to enter text.

G. Working Conditions

Lifting Requirements: (Refer to Glossary of Terms)	Medium work exerting up to 50lbs of force frequently and/or a negligible amount of force constantly to move objects.
Physical Requirements: (Refer to Glossary of Terms)	Stand or sit; walk; use hands/fingers; climb; stoop, kneel, crouch; talk/hear; see; push or pull; reach; and repetitive motion. Must be able to traverse uneven terrain.
Safety Hazards: (Refer to Glossary of Terms)	Periodic exposure to dust, extreme temperatures, wet/humid conditions, noise, vibration, mechanical hazards, electrical hazards, burn hazards. May also experience confined/poorly lit spaces.

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: