

CITY OF ORANGE CITY

JOB DESCRIPTION

JOB TITLE: Code Enforcement Officer

REPORTS TO: City Administrator

PRIMARY PURPOSE:

The implementation and enforcement of building codes and zoning ordinances that promote personal safety and best public planning practices.

MAIN RESPONSIBILITIES:

1. As a Zoning Administrator, provide critical information to property owners and building contractors concerning usages, setbacks, districts and etc.
2. Issue building permits, verify compliance, and facilitate appeal requests as needed.
3. Provide staff support for the Board of Appeals, Planning & Zoning Board, Dutch Storefront Committee, and other groups as assigned.
4. Serves as Building Inspector to ensure building codes compliance via on-site inspection including residential rental properties.
5. Updates and enforces the Municipal Code of Ordinances in cooperation with the City Clerk, Police, and public works departments.
6. Implements City initiated land annexation projects as directed.
7. Provides information and facilitates private annexation, platting and development projects in conjunction with the Planning & Zoning Board and City Council.
8. Maintains City's Comprehensive Plan and Land Use-Zoning-City Limit maps.
9. Issues moving and home-based business permits.
10. Conducts property research for transportation and utility projects within the City limits.
11. Facilitates private purchases of City owned, residential building lots.

12. Represents Orange City for Sioux County Emergency Management.

KNOWLEDGE, SKILLS, EXPERIENCE:

1. Extensive knowledge of adopted building codes.
2. Familiarity of most building construction techniques.
3. Ability to comprehend construction blueprints, site plans, plat maps and legal property descriptions.
4. Knowledge of adopted Municipal Building Codes.
5. Ability to work cooperatively with the public, City department employees, and various City volunteer boards and committees.
6. Proficiency in recording public meeting minutes, MS Word software and Internet software programs.
7. Five years of extensive construction experience preferred.

PHYSICAL AND COGNITIVE REQUIREMENTS:

Ability to lift a maximum of 50 lbs, able to communicate effectively both orally and in writing, provide excellent customer service.

WORK ENVIRONMENT:

Outdoor situations that include direct inspection of both public and private property. Indoor setting that include public meeting, City Hall office, and Courthouse offices.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understand these principal accountabilities and minimum requirements for which I am responsible and have reviewed them with my immediate supervisor.

Code Enforcement Officer

Date _____

City Administrator

Date _____