



Job Title	Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15016

Class Specification – Code Enforcement Officer

Summary Statement:	
<p>The purpose of this position is to perform field inspections and administrative support in the investigation of complaints and violations of property maintenance, housing, and environmental safety ordinances of the City of Colorado Springs. Code Enforcement Officer II have the authority to order the compliance, abatement, discontinuance, removal, or alteration of conditions, which violate city codes, ordinances, and regulations. Employees in this position must independently manage a high-number of active cases; maintain extensive public contact; and thoroughly document daily activities in written logs, computerized case management systems, and other data systems. Issuing summonses and court testimony; unpermitted sign removal; code analysis, interpretation, and application; effective communication in person, in writing, by phone; and independent decision making are all integral elements for success as a Code Enforcement Officer.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Document violations and daily activities to reach compliance in a computerized case management system. Effectively communicate with stakeholders regarding code requirements and corrective measures. Research case histories and other pertinent information. Prepare cases for referral to City Attorney’s office or for summons issuance. Investigate and identify unlawful accumulation of solid waste, garbage, and yard waste by taking necessary measures; investigate any noise complaint reported in residential areas; investigate storing of unlicensed motor vehicles on private property; investigate tall weeds and grass complaints on private property; ensure obstacles are not placed on City rights-of-ways such as sidewalks and parkways; and removal of any signs illegally posted on City property.
20%	Perform inspections of public and privately owned residential buildings to assure that they meet the housing standards by collaborating with the housing community and managers; conduct physical inspections of routine housing complaints; conduct emergency inspection of sewage overflows and other sanitary violations; and investigate



Job Title	Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15016

	insect infestations.
20%	Investigate whether the items are located in the right-of-way requires a revocable permit; remove illegal signs, communicate with the owners of the properties; investigate complaints regarding the use a recreational vehicle as a dwelling unit; coordinates with the planning department to confirm the existence of a home occupation permit; ensure commercial properties are complying with lighting and development plan standards; and protect the natural growth and topography in designated areas of the city.
15%	Maintain uniforms, patrol vehicles and equipment; prepare briefings, handouts, and other presentations for public meetings; complete offense reports; and photograph violations and attaches them in digital form to case reports.
10%	Respond to parking complaints and issues parking tickets; tow vehicles; coordinate with humane society on animal welfare cases; and coordinate with the Environmental Protection Agency (EPA) and Health Department for environmental violations.
5%	Assist problem oriented policing by coordinating large scale cleanup projects; and assist with homeless camp cleanup.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of



Job Title	Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15016

the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in housing codes, public health, environmental regulations, or a related field.

Experience: One year of full-time code enforcement, law enforcement, technical inspection experience, or related.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
--	--

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.



Job Title	Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15016

Environmental Conditions:	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Several times a month
Noise and Vibrations	Several times a week
Physical Hazards	Several times a week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, laptop and desk top computer, and printer.

Specialized Computer Equipment and Software: Microsoft Office and case management software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014