

CITY OF FRANKLIN JOB DESCRIPTION

Department: Administration

Working title: Code Enforcement Officer

Summary Description:

Maintaining the quality of life and safety of the community is the job of the Code Enforcement Officer. Works under direction of the City Manager. Responsible for performing inspections and enforcing compliance with general city codes. Coordinates with City Hall in the enforcement of Business Licenses and any other City tax regulated under City of Franklin adopted Ordinances.

Duties:

1. Receive and respond to citizen complaints regarding violations of City ordinances and regulations; research City codes for appropriate sections. Conduct field investigations regarding possible violations of a variety of City codes and ordinances, including those pertaining to zoning, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern. Explain and interpret City ordinances to violators; set deadlines for compliance and follow-up. Issue notices of non-compliance when necessary.
2. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls and meetings when necessary. Prepare evidence in support of legal actions taken by the City; appear and testify at Code Board meetings and hearings, or in court as necessary.
3. Conduct field inspections of businesses, construction sites and contractors to determine if they are properly licensed and report violation; visits businesses that are delinquent in paying license fees and makes personal contact with owners to inform them of delinquency; take follow up action as necessary.
4. Patrol City in Code Enforcement vehicle to identify and evaluate problem areas and/or ordinance violations.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job-related activities; draw diagrams and illustrations and take photographs.
6. Participate in the preparation and administration of the Code Enforcement program budget; submit budget recommendations and monitor expenditures.
7. Research deeds, abstracts, and other records to obtain legal descriptions of property in order to determine ownership. Maintain daily inspection logs, records and files in a computer database. Take photographs of violations and prepare written reports.
8. Exchange referrals with various City departments and other agencies.
9. Assist City Manager and staff in other related duties as assigned.

Knowledge Skills and Abilities

Special Knowledge, Skills, and Abilities: Ability to communicate effectively, verbally and in writing; utilize tact and courtesy when interacting with public; establish and maintain effective working relationships with those contacted in the course of work; use initiative and function independently; ability to analyze complex situations, problems and data and use sound judgment in making decisions. Read and comprehend complex material; interpret and apply laws, rules, regulations, and ordinances. Ability to write reports, use a computer, maintain a record system, type and coordinate activities between various City departments and other government agencies. Must have or be able to acquire a basic knowledge of building practices and ability to read blueprints and plans. Ability to learn National Building Codes and N.F.P.A regulations. Communicate effectively and tactfully with the public in difficult situations. Establish and maintain working relationships with City officials and employees, property and business owners, and staff of other regulatory agencies. Ability to work independently and schedule and coordinate own workload.

Education Experience

Graduation from High School or GED; Associates Degree preferred. Good working knowledge of construction practices; experience with criminal justice and business administration is highly desirable.

Must have a valid Kentucky driver's license.

Physical Demands and Working Environment

Environment: Indoor and outdoor environments; work alone; travel from site to site; may be exposed to noise, dust, inclement weather conditions and potentially hostile environments.

Physical: Requires sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; lift and/or carry light weights; ability to operate a vehicle to travel to various locations.