

 <p style="text-align: center;">CITY OF Anadarko OK</p>	<h1>CITY OF ANADARKO</h1> <h2>JOB DESCRIPTION</h2>
WORK STATUS: FULL TIME	JOB TITLE: Property Maintenance/Code Enforcement Officer
FLSA STATUS: NON-EXEMPT	DEPARTMENT: Planning/Zoning
STARTING SALARY: DOQ	NORMAL WORK HOURS: M-F 8AM TO 5PM
SAFETY SENSITIVE: YES	DATE OF LAST REVISION:06/24/2024

NATURE OF WORK:

The Property Maintenance works closely with the Director of Code Enforcement and Building Inspector providing vital information and performing support functions crucial in the day-to-day operations of the Code Enforcement office. The Property Maintenance is responsible for enforcing building codes zoning ordinances and property maintenance regulations.

ESSENTIAL JOB FUNCTIONS:

Investigate citizen complaints involving weeds, inoperable vehicles, unsecured houses, junk trash, and debris, off-street parking violations, zoning violations, sign violations, easement obstructions, regarding health and safety hazards, or other nuisances. Checks for other non-permitted work.

Determines person(s) responsible for violations and ensures proper notification is sent to request compliance with codes.

Follows up on violations within established time frame to determine if compliance is met. If violation no longer exists, properly closes out file. If violation still exists, ensures that appropriate actions are taken, to include filing municipal court and/or abatement procedures.

Instructs citizens by phone, letter, and electronic communication concerning violations and the necessary action to take to achieve compliance.

Assists City Clerk with the filing and releasing of liens with the county court house

Invoice costs to property owners for city abatement costs.

Monitors garage sales by checking if proper permits have been issued.

Enters data into computer for Building Inspections and Code Enforcement office.

Works cooperatively with other city departments and other governmental agencies.

Participate in supervising the work of community service workers, or volunteers engaged in community clean-up and preservation activities: determine locations and type of work to be performed.

Stay updated with the latest changes to codes and relevant regulations.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

- ❖ Computer
- ❖ Digital Camera
- ❖ Copy Machine
- ❖ Vehicle
- ❖ Cell Phone
- ❖ Weed eater
- ❖ Lawn Mower
- ❖ Personal Protective Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or equivalent.

Computer software programs including Outlook, XP MS Word, Google Earth.

Any related experience which provides the required knowledge and skills, such as records research or investigation.

Licenses and Certifications:

Must possess a valid state driver's license and satisfactory motor vehicle record: must be able to complete OCEA Basic Code Enforcement class and OCEA Property Maintenance class within one year of employment date.

Knowledge:

City geography

Skills:

Effective oral and written communications.

Ability to read local codes and regulations, and interpretation of same.

Ability to read maps.

Exercising good judgement in inspection situations.

Establishing and maintaining good working relationships with general public and co-workers.

Dealing with the public firmly, tactfully and impartially in order to achieve desired goal.

Preparing and maintaining accurate records and filing system.

Working Conditions/Mental and Physical Abilities:

Ability to maintain regular, predictable, and punctual attendance.

Ability to concentrate and pay close attention to detail with many interruptions throughout the work day.

Subject to noise of a telephone or computer while working in a confined area near others.

Moderate mobility: Duties are usually performed by combination of sitting, standing, and walking.

Using a telephone for extended periods of time.

Ability to lift carry light objects (less than 25 lbs.) 10-25% of work time. Work requires physical effort associated with walking, standing lifting, stooping and some climbing.

Works primarily outside (25% of the time) exposed to temperature extremes, dirt, dust, noise etc.; with (75%) in an office environment.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:

Some minor physical inconvenience or discomfort routinely present in the work situation. About 25% of the time the incumbent is outdoors. Job requires the incumbent to be aware of and observe safe working procedures.

SAFETY SENSITIVE POSITION:

This position is a "safety sensitive" position as defined by the US DOT drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. These positions may be subject to periodic random drug testing pursuant to City of Anadarko Alcohol & Controlled Substance Testing Policy and Procedures.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements of Property Maintenance/Code Enforcement Officer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

LAST DATE OF REVISION: 06/24/2024

*Management has the right to add or change these duties of the position at any time.