

Division/Department	Administration		
Location	49 N. Wayne Street, Danville, Indiana 46122		
Job Title	Code Enforcement Officer		
Reports to	Town Manager	Title	Town Manager

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

Hours 40 / week

- Exempt
- Nonexempt

**GENERAL DESCRIPTION**

**Enforcement of Municipal Codes/Ordinances for the civil Town of Danville**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee serves as a Code Compliance Officer for the Town of Danville Administration Office; responsible for ensuring compliance and enforcement of appropriate municipal codes/ordinances through on-site inspection and investigation.

**DUTIES/RESPONSIBILITIES**

- Perform regular and random field inspections to ensure compliance with all municipal codes/ordinances.
  - Govern compliance through research, use of zoning, and/or municipal related codes/ordinances.
  - Receive complaints or concerns provided by staff, citizens, or others regarding code/ordinance violations and investigate the complaints to determine if a violation exist.
  - Responsible for the enforcement of municipal codes/ordinances and zoning standards by notifying property owners of violations and Communicating the compliance process.
  - Prepare written notifications of violations to the property owner.
  - Responsible for follow-up on violations to ascertain compliance.
  - Record citations and submit appropriate paperwork when property owner does not comply with regulations.
  - Testify at civil court hearings as needed.
  - Maintain accurate and organized electronic and/or paper records of violations, notifications and citations.
  - Produce regular reports (i.e. monthly, quarterly, yearly, etc.) as requested by the Town Manager
  - Review code/ordinance enforcement procedures and penalties and recommend amendments as necessary.
  - Coordinate and effectively communicate orally and in writing with public, co-workers, Town Administration, Town Manager, Town Departments, Contractors and Vendors while maintaining courtesy and professionalism.
  - Work requires moderate to heavy lifting with occasional standing, bending and carrying; subject to dust, grease and may require work to be performed in inclement weather conditions.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**JOB REQUIREMENTS**

Associates Degree In Construction Engineering, Planning, Public Administration, Criminal Justice or 3 years of experience in a related field for education is preferred.

Minimum educational requirements is a high school diploma or equivalent.

One to 3 years experience in Code Enforcement, Law Enforcement, or similar position is preferred.

Excellent verbal/written communication skills

Must have the ability to reference, interpret and apply information contained in state legislation and laws, local codes and ordinances.

Knowledge of local government structure.

Knowledge of department, Town and state policies and procedures.

Excellent interpersonal and conflict resolution skills

Must have a computer knowledge with experience in Microsoft Word, Excel and Outlook.

Utilize digital equipment and learn Town permitting, inspection and code enforcement software.

Must have a safe work record with good ethics and dependable attendance.

Must have the ability to respond to complaints and grievances in a professional and courteous manner.

Must have the ability to maintain confidentiality

Must have the ability to work under time pressures such as urgent deadlines and situations.

Must have and maintain a verifiable Indiana Drivers License, demonstrate safe driving record and must remain insurable through the Town's Insurance.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description, and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved By:

Date Hired: