

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Code Enforcement Officer
DEPARTMENT: Inspection
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT II (Professional, Administrative, Technological)

DATE WRITTEN: May 2019
DATE REVISED: September 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Code Enforcement Officer for the Inspection Department, responsible for ensuring all buildings within the City comply with municipal building specifications.

DUTIES:

Enforces all City, State, and Federal codes.

Investigates code/ordinance violation and tenant/landlord complaints.

Inspects all remodeled buildings for building code violations.

Inspects roofs, siding, and windows.

Documents vacant buildings/houses within City.

Maintains inspection records and monitors progress made toward compliance. Performs systematic code inspections within designated areas.

Assists department in preparing work write-ups for rehabilitation of standard buildings.

Makes recommendations for demolition of dilapidated structures.

Prepares demolition status report for Board of Public Works and Safety, as needed.

Answers and returns telephone calls, emails, and correspondence. Opens files, documenting complaints or updating information.

Inspection/Code Enforcement Officer

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED or experience in construction. Must be at least 21 years of age.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment and hand tools, including computer, drill, saw, screwdriver, and vehicle.

Thorough knowledge of and ability to apply knowledge of applicable codes, local ordinances, and regulations to various situations to ensure compliance.

Ability to research, comprehend, and implement City of Michigan ordinances, International Property Management, and Beacon GIS.

Ability to compile, collate, or classify data.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, and act based on data analysis. Ability to compute/calculate simple arithmetic additions/subtractions.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to apply knowledge of people/locations, plan/layout work assignments, read/interpret detailed prints and maps, and write/edit reports.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally provide expert testimony in legal proceedings as required.

Ability to occasionally work extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. RESPONSIBILITY:

Incumbent uses standard departmental practices, policies, and procedures to apply to specific situations and tasks. Work product is subject to supervisory review upon completion and is assessed according to compliance with department policy and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, and the public for the purpose of rendering service.

Incumbent reports directly to the Code Enforcement Manager.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, and vehicle, including driving, sitting/walking at will, sitting/standing/walking for long periods, lifting objects weighing under 50 pounds, pushing/pulling objects, handling/grasping objects crouching/kneeling, bending/reaching, far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent performs duties outdoors, including walking on uneven terrain, working in extreme hot/cold temperatures, working in wet/icy surroundings, working near fumes, dust, odors, and dirt, working in a noisy environment, and working in confined areas and high places. Incumbent must wear protective clothing, such as gloves, as needed.

Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Code Enforcement Officer in the Inspection Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____No_____

Applicant/Employee signature

Date

Type or print name

Inspection/Code Enforcement Officer