CODE ENFORCEMENT OFFICER I

POSITION SUMMARY

This position is responsible for the enforcement of the City of Dickinson codes and ordinances related to zoning, land use, nuisance housing, building codes, blight, graffiti, water waste, and other matters of public concern. Other responsibilities are to serve as a resource to property owners, residents, businesses, the general public, and other City departments and divisions in order to enhance and preserve the health, safety and welfare for the City of Dickinson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of field and office work to support the City's local code enforcement program.
- Performs inspections of properties for repair, maintenance, occupancy, sanitation, and other conditions in compliance with the City Municipal Code.
- Prepares evidence in support of legal actions taken by the City; testify at hearings and in court proceedings as required.
- Prepares letters and correspondence to homeowners, contractors and developers regarding building code enforcement violations; signs complaints and follows up with businesses and homeowners as necessary to schedule inspections.
- Serves as a resource to other City departments as needed.
- Locates vacant residences and businesses; secures buildings with proper materials as necessary; posts the property as necessary; checks vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Knowledge, Skills and Abilities (position requirements at entry):

- Knowledge of operations, services, and activities of a municipal and state code compliance program and enforcement.
- Ability to maintain accurate files and records.
- Ability to use computers and related public safety software applications, word processing and database/spreadsheet programs. Excellent proficiency with Microsoft Office.
- Knowledge of occupational hazards and standard safety practices.
- Ability to read and interpret legal descriptions and boundary maps
- Skilled in oral and written presentation, communication, interpersonal skills as applied to interaction with commissioners, coworkers, supervisor, the general public, etc.
- Ability to interpret codes and regulations pertaining to, building, plumbing, mechanical, and property maintenance.

QUALIFICATIONS

Education and Experience:

- Requires High School Diploma or General Equivalency Degree (G.E.D).
- Associate's Degree in Civil Engineering, Architectural Design, Architectural Drafting or related field preferred.

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- One or more years' experience of code compliance or general contracting, preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid ND Driver's License
- International Property Maintenance Certification through the International Codes Council (ICC) within 12 months of hire.
- Pesticide Applicator Certificate though the North Dakota Department of Agriculture within 12 months of hire.

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions, may be subjected to inadequate lighting, intense noise, and frequent exposure to unpleasant elements. May be subject to hostile public environment.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Movement may be restrained or confined.
- Work requires routine, local travel.

Classification: 13 (G-13)
FLSA: Non-Exempt
Created and Updated to new format: 7/27/2012, 6/23/22
Approved by CSC: 07/31/2012
Updated: 4/15/2021 by Building Official Schwindt, CA Winningham, HR Nameniuk, 3/30/2023 by BO Schwindt, Engineer Skluzacek, HR Nameniuk; 4/18/2023 by HR Nameniuk; Engineer Skluzacek, 1/7/2025 by HR Nameniuk, BO Schwindt. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.