CODE ENFORCEMENT OFFICER II

POSITION SUMMARY

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. Will serve as a resource to property owners, 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. Responsible to plan, organize and administer the City of Dickinson Noxious Weed Program, ensuring compliance with applicable regulations while supporting the City's vision, mission, and values.

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.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Monitors performance and provides direction to Code Enforcement personnel in daily operations . Leads other Code Enforcement employees in completing tasks while continuing to work alongside.
- Coordinates contract work which may include: issuing and scheduling contract work; monitoring contractor performance; managing payments for contract labor.
- Attends and participates in various meetings; responds to public concerns and questions regarding code enforcement matters in order to promote or seek input on proposed programs and needs.
- Assists in the development, implementation and education/training of the Noxious Weed Program.
- Approves/denies and keeps record of Food Truck Licenses for the City of Dickinson
- Receives, investigates, and responds to difficult and sensitive problems and complaints; identifies and reports findings and takes necessary corrective action.

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

- Knowledge of operations, services, and activities of a municipal and state code compliance program and enforcement.

CODE ENFORCEMENT OFFICER II

- 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.
- Knowledge of legal actions applicable to code enforcement compliance.
- 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.
- Three or more years' experience of code compliance or general contracting.
- 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 and Housing Certification through the International Code Council (ICC) at hire.
- Zoning Inspector Certification through the ICC within 6 months of starting the position.
- Pesticide Applicator Certificate though the North Dakota Department of Agriculture at hire.
- Manufactured Homes Inspection Certificate issued by The North Dakota Department of Commerce 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.

CODE ENFORCEMENT OFFICER II

Classification: 14 (G-14)
FLSA: Non-Exempt
Created: 12/10/2024 By BO Schwindt, HR Nameniuk
Approved by City Commission: 2/4/2025
Updated: 6/15/2025 updated classification to match new pay scale – NT.