

# **City of Jonesboro Code Enforcement Officer Job Description**

**Exempt:** No  
**Department:** Inspections  
**Reports To:** Chief Building Engineer  
**Location:** 410 W. Washington, Jonesboro  
**Date Prepared:** November 04, 2008  
**Date Revised:** April 27, 2010

## **GENERAL DESCRIPTION OF POSITION**

This position is responsible for patrolling the city to enforce compliance with standard codes and city ordinances.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work with Inspection Department in locating and preparing structures to present to council for condemnation. This duty is performed daily.
2. Obtain addresses of these property owners by title, parcel, county data and zoning searches. This duty is performed daily.
3. Enter and submit resolutions thru LegiStar Program for Condemnation and attend city council meetings to answer questions on the resolution. This duty is performed monthly.
4. Continually Monitor condemned properties, check for renovation permits, sends notices of condemnation and ascertain if the property has been brought up to code or needs to be demolished. This duty is performed daily.
5. Inspect properties condemn for Asbestos, send samples and report to ADEQ before demolition. This duty is performed monthly.
6. Send notice of intent to ADEQ for demolition and coordinate with the contractor to demolish properties. This duty is performed monthly.
7. Confer with City Attorney and supervisor prior to final demolition of properties. This duty is performed monthly.
8. Answer complaint calls on condemnations, tall grass/weeds, public health nuisances, littering, illegal dumping, unsafe swimming pools, etc. This duty is performed daily.
9. Patrol the city and writes citations. This duty is performed daily.
10. May appear in court to testify. This duty is performed daily.
11. Register yard sales and follow up on adherence to the ordinance. This duty is performed daily.
12. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Funds, Property & Equipment Responsibility:      \$ 20,000

## **SUPERVISORY RESPONSIBILITIES**

None.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

## **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

## **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

## **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **ACCURACY**

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Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Driver's License and Asbestos Inspector License

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Word Processing/Typing

Basic: Spreadsheet

## **ADDITIONAL INFORMATION**

Not indicated.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, talk or hear, taste or smell; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold. The noise level in the work environment is usually moderate.