

## **Job Description Zoning Code Enforcement Officer**

**Position Title:** Zoning Code Enforcement Officer                      **Date:** January 2022  
**Department:** Community Development  
**FLSA Status:** Non-Exempt

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### **Primary Objective of Position**

The primary objective of this position is to provide support duties to the Community Development department in the area of code enforcement. This position performs code enforcement inspections and follow-up on zoning and public nuisance related activities. Primary service goals include providing cost-effective means of enforcing city code as it relates to violations of the City's nuisance and zoning ordinances.

**\*\*This is an AFSCME union position\*\***

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### **Essential Functions of the Position**

- Enforce nuisance ordinances
- Assist with code enforcement inspections throughout the City of Ramsey
- Work with property owners to gain compliance
- Complete computer entries for violations, citations and follow-up
- Assist with rental licensing and rental license inspections
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Zoning Code Enforcement Officer) of the Planning Manager, Assistant City Administrator/Community Development Director or their designee

### **Examples of Performance Criteria**

- Strong communication skills, both orally and in written form
- Ability to maintain effective working relationships with all levels of staff, residents, businesses and personnel from other agencies
- Ability to cope with situations firmly, courteously, tactfully, and with respect to citizens' rights – even under stressful conditions
- Ability to maintain confidentiality, prioritize duties, and work independently
- Strong organizational skills
- Ability to manage multiple project simultaneously
- Strong customer service skills and the ability to treat residents, business owners and property owners with respect during difficult situations

### **Minimum Qualification**

- Must be at least 18 years of age or older
- Must have high school diploma or GED
- Must have a current Minnesota Driver's License in good standing

- Must have intermediate Microsoft Office knowledge and skills
- Must pass a pre-employment drug screen and background investigation

### **Desired Qualifications**

- Associates degree
- Previous experience working with Code Enforcement software
- Previous experience reading City Codes
- Previous experience working in Code Enforcement
- Previous experience working in Customer Service

### **Supervision of Others**

Not Applicable

### **Equipment/Job Locations**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically inside.

### **Conditions of Employment**

- Must comply with organizational and department policies
- Driving is an essential function of this job

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**JOB ACTIVITY REQUIREMENTS**  
**Zoning Code Enforcement Officer**

<b>Job activity requirements</b>					
	<b>Physical Activities</b>	<b>Very Important</b>	<b>Important</b>	<b>Slightly Important</b>	<b>Not Important</b>
<b>1</b>	Standing	x			
<b>2</b>	Sitting	x			
<b>3</b>	Walking	x			
<b>4</b>	Lifting	x			
<b>5</b>	Pushing / Pulling	x			
<b>6</b>	Carrying	x			
<b>7</b>	Climbing			x	
<b>8</b>	Kneeling			x	
<b>9</b>	Crawling			x	
<b>10</b>	Crouching	x			
<b>11</b>	Bending at waist	x			
<b>12</b>	Reaching	x			
<b>13</b>	Handling Objects	x			
<b>14</b>	Repetitive Hand Motion			x	
<b>15</b>	Use of Arm Muscles over Extended Periods			x	
<b>16</b>	Use of Leg Muscles over Extended Periods			x	
<b>17</b>	Overhead Work				x
<b>18</b>	Stationary desk or bench work	x			

**This job requires employees to be able to lift and carry up to 50 pounds without assistance.**

<b>Job working conditions</b>			
		<b>Yes</b>	<b>No</b>
<b>1</b>	Working Outdoors	x	
<b>2</b>	Working Indoors	x	
<b>3</b>	Operating dangerous equipment		x
<b>4</b>	Operating motor vehicles	x	
<b>5</b>	Providing work direction to other employees		x
<b>6</b>	Working with chemicals		x
<b>7</b>	Working near fumes and vapors		x
<b>8</b>	Driving a City vehicle or personal vehicle	x	
<b>9</b>	Driving is an essential function of this job	x	
<b>10</b>	Subject to random DOT drug and alcohol testing		x