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Public Position Announcement

DATE: May 19, 2023
TITLE: Code Enforcement Officer- Part-Time
DEPARTMENT: Development Services
REPORTS TO: Building Official/City Administrator
FLSA: Non-Exempt
STARTING SALARY: \$16- \$17/hr
RESPOND BY: Initial review of applications will be held June 9, 2023

POSITION SUMMARY:

The Code Enforcement Officer – Part Time is a non-exempt 20-25 hour/week position which performs work related to upholding the City of Washington’s Code of Ordinances. Work includes but is not limited to; enforcing codes relating to tall grass and weeds, junk vehicles, snow removal, tree removal, garbage and other related nuisances. The Inspector follows prescribed policies and procedures and must be skilled in decision-making and generally work well with minimal supervision. This position will perform job duties of the Building Official in his or her absence. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

Must have extensive knowledge of the City of Washington’s Codes of Ordinances as it pertains to nuisances. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed. Duties include but are not limited to; Field inspection of compliance to code, enforcement of code, enforcement of abatement of non-compliance to code and investigating public concerns.

Must have physical ability to traverse variable terrain conditions not accessible by vehicle. Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must have ability to work for extended periods of time outdoors, occasionally under adverse weather conditions. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Bilingual in English and Spanish is highly desired. Must be able to speak, write and understand English to effectively

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communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required. Position serves as a backup in the absence of the Building Official.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must provide friendly, professional, prompt customer service at all times. Self-starter that can work with limited supervision and have the ability to manage multiple projects and prioritize workload in a timely manner. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Applies high ethical standards, such as honesty, responsibility, and trustworthiness at all times. Able to solve problems and make quality decisions, when necessary in consultation with supervisors. Construction background preferred to assist Building Official.

WORKING CONDITIONS:

Mixture of inside work and outside manual work performed under variable conditions, including occasional adverse weather. Regular lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate lifting, operation of trucks and other equipment and other moderately demanding physical activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

REQUIREMENTS:

High school diploma or GED required. Ability to communicate clearly and keep accurate records in City provided software. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver's License at time of hire and throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.