

## **JOB DESCRIPTION**

Position: Code Enforcement	Reports to: Chief of Police or his Designee
Department: Police	Appointing Authority: Mayor
Job Status: Part-time, Hourly/non-exempt	Work Schedule: Hours may vary, Based on departmental needs

### **PURPOSE**

To monitor, examine and enforce compliance of various provisions and ordinances of the City Code of Kendallville.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Interpret, enforce and issue citations, as necessary, in accordance with the City Code of Kendallville.

Initiate, coordinate and communicate appropriate compliance notices, in accordance with standard procedures, relative to grass/weed growth, abandoned/junk vehicles, rubbish accumulation, garbage accumulation, animal neglect/housing issues and other miscellaneous city ordinances.

Work with Clerk's office, Building Department and others within the City of Kendallville to collect, manage documents and maintain all other necessary, pertinent evidence or material regarding any potential legal proceedings relative to ordinance enforcement and/or violations.

Demonstrate regular and predictable attendance, as required.

### **DESIRED MINIMUM QUALIFICATIONS:**

- 1) High School Graduate
- 2) Must live within a 15 mile radius of Kendallville
- 3) Ability to communicate effectively with the general public, property owners, landlords and renters to maintain satisfactory working relationships in the enforcement of regulations.
- 4) Ability to enforce regulations firmly, tactfully and impartially
- 5) Ability to learn and understand laws, ordinances and/or codes as they relate to this position and to remain current on any revisions of the laws, ordinances and/or codes as they relate to the position.
- 6) Ability to file motions in small claims court on delinquent ordinance violators and prepare for all court hearings, appears at all required court hearings.

- 7) Ability to establish effective working relationships with employees, other agencies and the general public
- 8) Ability to follow verbal and written instructions
- 9) Ability to communicate effectively; both verbally and written
- 10) Ability to make independent judgments which have considerable impact on the City of Kendallville
- 11) Ability to work effectively with limited supervision and complete tasks timely and effectively
- 12) Ability to organize and maintain details and documents accurately.

**LICENSING AND CERTIFICATIONS:**

Valid Indiana Drivers License

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, drive, read, write, sit talk, hear and see. Occasionally, the employee is required to climb, balance, stoop, kneel, crouch, crawl and smell. Specific vision abilities of this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Work is often performed outside and in extreme weather conditions and also includes inside work. Work speed and accuracy is a regular part of this position.

**TOOLS AND EQUIPMENT USED:**

Computer, calculator, copy machine, facsimile machine, telephone, radios and other communication devices, measuring devices, camera and any other departmental equipment related to this position.

**PERSONAL WORK RELATIONSHIPS:**

This position maintains contact with the Chief of Police and Building Inspector as well as other city employees and the general public. These relationships are necessary to receive and convey information, resolve problems and answer questions; all intended to assure effective and efficient business relationships within the City of Kendallville.

The physical demands and the work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the City of Kendallville and any employee and is subject to change as needs of the City of Kendallville and requirements of the job change.

I have read and understand this job description and agree that it is my responsibility to seek clarification on anything I do not understand.

---

Printed Name

---

Signature

---

Date

---

Departmental Acknowledgement

---

Date

---

Departmental Acknowledgement

---

Date