

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 21, 2015

ORDINANCE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for inspecting properties for compliance with municipal ordinances pertaining to abandoned vehicles, weeds, nuisance, and other related ordinances. In addition to inspection, the incumbent prepares and serves notices concerning violations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Investigates complaints and inspects property for abandoned vehicles, or violation of weed ordinance, nuisance ordinance, or related ordinances;
2. Contacts property owners to inform them of violations of ordinances;
3. Prepares and serves notices to property owners for violations of ordinances;
4. Explains provisions of city ordinances to property owners;
5. Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of municipal code and city ordinances; ability to write clear and concise reports; ability to maintain records in an orderly manner; ability to establish and maintain effective relationships with public officials, contractors, and the general public; ability to be firm, yet courteous; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at time of appointment and throughout the duration of employment.