

- Six (6) months experience in customer service, or enforcement- / compliance-related work including investigating allegations, conducting research and resolving complaints, concerns or conflicts.
- An equivalent combination of training and experience that demonstrates required knowledge, skills and abilities may be considered.
- Current state motor vehicle driver's license required.
- Must be capable of personally driving a company vehicle in the performance of the duties contained herein.

PREFERRED QUALIFICATIONS:

- Some education in or knowledge of Environmental Studies, Planning, Law Enforcement, Public Administration or closely related field.
- Two (2) years of experience in the code enforcement / compliance field.
- Ability to establish and maintain effective working relationships with employees, citizens and elected officials;
- Ability to read, interpret, and explain City codes, site plans, maps and work plans.

WORKING CONDITIONS:

Work is in an office setting and a field environment; required to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

Employee Acknowledgement

I have read this job description and acknowledge that the information presented, while not an exact or exhaustive listing, describes the work and qualifications typically required to hold this position and of employees in this job. A specific position description or employee performance plan created for me may differ as long as it is consistent with the Essential Duties and Responsibilities and Qualifications of this job.

Employee Signature

Date

Employee Name

