

CITY OF ELEPHANT BUTTE

JOB DESCRIPTION

Position: **Code Enforcement Officer**

Status: Part Time, Non-Exempt

Statement of Duties:

A part-time position under limited supervision, enforces a variety of municipal codes pertaining to planning and zoning and quality of life within the City of Elephant Butte.

Features of the Position:

This position will be part-time. Schedule may be customizable, but work must fall between the hours of 8:00am to 5:00pm. Employee must have exceptional customer service skills. This employee must have the ability to multi-task and be able to function with multiple interruptions. This position requires working directly with the general public, contractors, other governmental entities, and other City Staff.

Organizational Relationship:

Work is performed under the direct supervision of the City Manager, or designee. This is a non-supervisory position.

Principal Duties and Responsibilities:

- Responds to complaints on suspected code and zoning violations.
- Patrols the City and identifies municipal ordinance violations, including zoning, weeds, signs, nuisances, illegal dumping, improper licensing, encroachment, and other violations.
- Discusses violations and abatement measures with the involved parties.
- Determines appropriate enforcement actions, from verbal warnings to issuing citations and filing criminal complaints in accordance with stated policies.
- Explains municipal ordinances, policies, and procedures to the public.
- Educates the public on new ordinances and changes in existing ordinances.
- Handles confrontational situations.
- Prepares and maintains associated paperwork and reports.
- Testifies in Magistrate Court on behalf of the City in citation cases.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

Minimum Qualifications:

- Knowledge of the City of Elephant Butte Municipal Ordinances.
- Knowledge of enforcement procedures for City ordinance violations.
- Skill in understanding and interpreting complex regulations and guidelines.
- Skill in computer use for working on report preparation.
- Skill in communicating in person and in writing.
- Skill in property inspection to identify violations.
- Being able to handle confrontational conversations and situations.
- Able to establish and maintain working relationships with citizens, public officials, property owners, and business.

Experience and Training:

A valid driver's license is also required. Previous municipal code enforcement experience is preferred.

Physical Demand of the Position:

While performing the duties of this position, the employee is frequently required to walk outdoors year-round, communicate both orally and in writing, reach and manipulate objects, tools, or controls, drive, type, and perform data entry in a computer. This position requires mobility. Duties may involve moving materials weighing up to 40 pounds on an infrequent basis.

Pre-employment Requirements:

Must pass a pre-employment drug test and background check
Education, experience, and references will be verified

Compensation: hourly, amount based on experience; paid every two weeks

Exemption Status: Non-Exempt

Benefits: Participation in the New Mexico Public Employee Retirement Association is required. City offers a partial paid insurance program.

Deadline: We will consider applications from qualified individuals until the position is filled.

Applications are available at City Hall, by emailing the jp.carrejo@cityofebnm.gov, or on the City's website <http://cityofelephantbutte.com>