



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE: November 7, 2022**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Code Compliance Officer

**PAY RATE:** \$16.00/hour

**DEPARTMENT:** Police

#### **JOB SUMMARY:**

Position ensures the compliance of zoning related ordinances, public nuisance abatements, building code issues, maintenance of property, including abandoned vehicles and other issues relating to the health, safety, and general welfare of the community.

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

- Enforce all local and city codes and ordinances related to land use issues including violations involving life safety and health hazards.
- Investigate citizen complaints of code violations; investigate obvious code violations observed during site investigations; determine appropriate action to be taken; locate property ownership information and County Assessor's parcel information; research legal information for property owners, mortgage holders, and interested parties; issue warnings, letters and citations as appropriate; conduct follow-up investigations and take additional actions until cases are resolved and files are closed.
- Coordinates with department staff, Police Chief, Fire Chief and other departments as necessary to secure compliance with city codes when enforcement becomes necessary.
- Maintains detailed case files with a numbering system and case log. Records all cases including ownership information, all communications and action taken with names, dates, and times, before and after photographs as needed, and copies of all other documents and information.
- Communicates information regarding violations, code requirements and necessary steps to correct for compliance. Consults with owners and occupants regarding provisions of city code. Communicates clear information with all persons regarding city code requirements.
- Assists with legal staff in code enforcement proceedings as needed. Presents public nuisance cases or provides testimony to designated administrative boards or officers or municipal and district judges as needed or required.
- Review, develop and recommend procedures, schedules and code changes as needed to make the code enforcement program more effective and efficient.
- Provides information and answers questions from the general public, other agencies, and city departments regarding codes and enforcement issues.
- Responsible for maintaining related documents and records required.
- Performs other duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

- Any equivalent combination of experience and training related to the duties and responsibilities of the position.

**PREFERRED REQUIREMENTS:**

- Associate or Bachelor of Arts Degree in Civil Engineering or similar fields related to this position.
- One year of increasingly responsible municipal code enforcement or equivalent experience.
- Experience in construction related field.

**SPECIAL REQUIREMENTS:**

- Possess and maintain a valid New Mexico Class D Driver's License.
- Receive accreditation or certification from a nationally recognized training organization, or university in Code Enforcement and Land Use within 1 year of employment.
- Within the second year of employment, incumbent is required to satisfactorily complete the NM League of Zoning Officials Certification. Continuing education training required.
- Demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties.
- Shift, weekend, and on-call work may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn and apply code enforcement principles, practices and methods as applicable to local government; including applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Skill in the use of personal computers and word processing and spreadsheet software.
- Ability to read basic building plans, digital maps and legal descriptions and to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods, and to organize work, establishes priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including other city departments and outside agencies. Ability to perform work with a minimum of supervision and to understand and follow instructions.
- Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed indoors, outdoors (in all weather conditions) and occasionally in confined spaces.
- Possibility of exposure to physical risk.
- The noise level in the work environment is occasionally moderate to loud.
- While performing the duties of this job the employee is regularly required to: walk, sit, climb reach, walk and hear.
- Employee may be required to stand for long periods.
- Must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

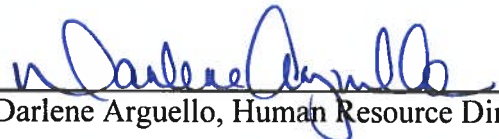
The employment application is available at:  
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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Leo Maestas, City Manager

  
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Darlene Arguello, Human Resource Director