



**Position Purpose:** Under general supervision of Planning and Zoning Manager, oversees compliance with zoning, land use, health and safety and business license codes.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives and investigates complaints regarding potential code violations and related issues.
- Conducts field investigations of potential code violations; researches property ownership, meets and confers with owners, tenants, contractors, and land developers to review and explain code requirements; completes findings and implements enforcement action, as necessary.
- Coordinates investigative efforts with the appropriate Town of Edgewood management staff and/or other departments as necessary.
- Drafts and distributes a variety of correspondence, memos, notices and reports regarding code enforcement issues and actions; maintains a variety of logs and records, may assist in the development of codes, policies and procedures as required.
- Provides public education regarding land use, zoning and license codes.
- Prepares and maintains case files; presents evidentiary documents in Court as required.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Performs other work-related assignments as required.

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Planning and Zoning ordinances, procedures and administrative requirements.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of the principles, practices and techniques of investigation.
- Knowledge of the fundamentals of law enforcement.
- Knowledge of Town of Edgewood policies, procedures, rules and regulations.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in conducting effective investigations.
- Skill in dealing constructively with conflict and developing effective resolutions.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.

## Code Compliance Officer

### MINIMUM QUALIFICATIONS

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- One year of experience in the code enforcement and/or compliance, law enforcement, prosecution or litigation support (paralegal or arbitration and mediation)  
or
- Two years of experience in plan review, licensed general contractor, insurance adjustment, safety compliance or safety management, government contracted construction project or program management, construction dispute resolution.
- Possession of a valid State of New Mexico Driver's license.
- Must be insurable.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 25 pounds.
- Work requires ability to speak, hear, touch, and see.

### Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, two-way radio, hand tools, meters and a motorized vehicle.