



## TOWN OF PERALTA CODE ENFORCEMENT OFFICER JOB DESCRIPTION

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**Summary:** Under general supervision, performs a variety of code enforcement duties; ensures the Town of Peralta Municipal Code and other related rules and regulation are upheld.

**Essential Job Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all function and tasks performed by positions in this class)

- Patrols and/or inspects an assigned area to monitor for violation of local codes.
- Responds to potential code violation complaints in relation to zoning, signage, hazardous sidewalks or other conditions, nuisances, animals, noise, dumping, polluting, or other code related matters.
- Conduct field investigation of potential violations; gather evidence; question or interrogates complaints, witnesses and suspects; compares facts to code requirements; makes findings; and issues warning, correction notices and citations.
- Drafts and distributes a variety of documentation in relation to code enforcement issues and actions including correspondence, memoranda, flyers, brochures, medical releases and reports.
- Responds to inquires and provides assistance to parties regarding code enforcement matters and issues.
- Maintains a variety of logs and records pertaining to inspection and enforcement activities, prepares recommendations for amendments and additions to codes or regulations applicable to area of assignment.
- Coordinates efforts with the police, planning and building departments, prosecuting attorney's outside agencies and other relevant departments and staff as required.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
- Acts as Coordinator's Assistant and provides assistance in relation to organizing community cleanup.
- Performs other duties as assigned or required.

### **Knowledge and Skills:**

- Knowledge of municipal codes and standards in relation to land use, nuisance and public safety
- Knowledge of code enforcements principles, practices, and methods applicable to municipal setting.
- Knowledge of grant administration processes, procedures, and documentation.

- Skill in patrolling, inspecting and monitoring for code violations.
- Skill in responding to potential code violation complaints.
- Skill in issuing warnings, correction notices, and citations.
- Skill in drafting a variety of code enforcement documentation.
- Skill in preparing case reports for court action and liaising with police.
- Skill in obtaining and presenting exhibits or other evidence in court.
- Skill in conducting grant administration duties.

**Minimum Qualifications:**

High School Diploma or equivalent; two (2) years inspection of code enforcement experience; or equivalent combination of education, training and experience.

**Required Licenses/Certifications:**

A valid New Mexico Drivers License; Acquire NMLZO Certification within one year.