

**CITY OF GUTHRIE, OKLAHOMA  
JOB DESCRIPTION**

**Position Title:** CODE ENFORCEMENT OFFICER  
**Division/Department:** PLANNING & COMMUNITY DEVELOPMENT  
**Immediate Supervisor:** COMMUNITY DEVELOPMENT DIRECTOR  
**FLSA:** NON-EXEMPT  
**Work Site:** CITY HALL AND FIELD  
**Schedule:** 8:00 A.M. THROUGH 5:00 P.M., MONDAY THROUGH FRIDAY POSITION MAY BE SUBJECT TO HOURS OTHER THAN THOSE LISTED SUCH AS EVENINGS AND WEEKENDS.

**Positions Supervised:** NONE

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**Job Summary:**

Under the direction of the Director of Community Development, the position includes securing compliance with City Codes and Ordinances concerning zoning and the health, safety, welfare and aesthetic quality of the community.

**Essential Duties and Responsibilities:**

- A. Perform inspections and enforcement work pertaining to the inspection of property, houses, businesses, industrial establishments and other structures within the City limits to ensure compliance with the various City Codes, Ordinances, and Regulations.
- B. Investigate citizen complaints involving dilapidated structures, public nuisances, property maintenance violations, and other City codes, ordinances, and regulations.
- C. Patrol areas within the City limits to identify violations of dilapidated structures, public nuisances, property maintenance violations, zoning, and other City Codes, Ordinances, and Regulations.
- D. Determine owner(s) responsible for property in violation and ensure that proper notification is sent to request compliance with City Codes, Ordinances, or Regulations and communicate with property owner what needs to be completed to come into compliance.
- E. Follow up on violations to make sure compliance is met within established time frame.
- F. Administer legal action including the issuing municipal citations and/or prepare abatement notices and administer abatement process when violations are not corrected within established time frame.
- G. Maintain knowledge of City Codes, Ordinances, Zoning Requirements, or Regulations.
- H. Maintain accurate records, documentation (written and photographic), and data entry involving all Code Violation cases and investigations.
- I. Adhere to all laws, polices, rules, regulations, and guidelines of the City of Guthrie.

**Additional Job Duties:**

- A. Testify in court or at hearings as an expert witness if legal action has been taken against violators.
- B. Participate in training events.
- C. Coordinate with employees of other City departments when work requires the involvement of their personnel.
- D. Monitor and document the progress and performance of abatement contractors.
- E. Refer violations of county and state regulations to the appropriate agencies.
- F. Responsible for the care of City assigned equipment.
- G. Encourage public awareness of municipal codes and ordinances.

**Knowledge, Skills and Abilities:**

- A. Ability to learn and understand City Codes, Ordinances, and Regulations.
- B. Ability to effectively communicate, both oral and written, with the general public, contactors, public officials, and other City employees.
- C. Ability to maintain knowledge of geography of the City of Guthrie including streets, neighborhoods, buildings, and jurisdictional lines.
- D. Ability to operate and understand the functions of Windows, Microsoft Office, and Code Enforcement Software.
- E. Ability to understand and adhere to established Standard Operating Procedures.
- F. Ability to accurately record and organize information.
- G. Ability to use a digital camera.
- H. Ability to exercise judgment, courtesy, customer service, patience, tact and diplomacy when dealing with the public, other agencies, and all other City of Guthrie departments and personnel.
- I. Ability and willingness to maintain information confidentiality.
- J. Ability and willingness to assume responsibility of work performed.
- K. Understand and follow oral and written instructions and undertake responsibilities with initiative and judgment.

- L. Must have the highest level of integrity and ethical standards.

**Physical Requirements:**

- A. Ability to physically maneuver in and around uneven and obstructed terrain.
- B. Ability to occasionally lift light to medium weigh objects up to 50 pounds.
- C. Ability to walk distances (less than one mile) to and from vehicle.
- D. Ability to perform normal office duties; ability to reach overhead in order to obtain supplies, documents, books, maps and other items in cabinets or from shelves or to bend and pull while opening file drawers to retrieve files, books and maps.

**Environmental Conditions:**

- A. Job includes administrative office work and vehicle patrol. Must be willing to work in both environments.
- B. Much of work is performed outdoors, but employee is subject to sitting, standing, walking, typing, filing, or using a telephone for extended periods of time.
- C. Perform duties for extended periods of time in all weather conditions.
- D. Employee may be exposed to offensive smells, dust, dirt, and water, and to vibrations and loud noise. May be exposed to injury from moving equipment, insect bites, poison plants, flying objects, slippery surfaces, and hazardous materials.

**Education, Certification and Experience Required:**

- A. Experience in the comprehension of lengthy Ordinances, Codes, and Regulations preferred.
- B. Graduation from high school or GED equivalent.
- C. Must posses a valid Oklahoma driver's license with a driving record acceptable to the City's insurance carrier.
- D. Must obtain an Oklahoma Code Enforcement Association certification within one year of employment.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.