

CHAPTER 19A

CODE ENFORCEMENT OFFICER

19A.01 Appointment
19A.02 Compensation

19A.03 Duties
19A.04 Immediate Supervisor

19A.01 APPOINTMENT. The Code Enforcement Officer is to be hired by a majority vote of the Council, shall hold office at the pleasure of the Council and shall be subject to removal by majority vote of the Council.

(Ord. 795 – Oct. 07 Supp.)

19A.02 COMPENSATION. The Code Enforcement Officer shall receive such compensation as the Council shall from time to time determine by resolution, and payment shall be made biweekly from the treasury of the City in the manner provided for paying other officers and employees.

(Ord. 795 – Oct. 07 Supp.)

19A.03 DUTIES. The duties of the Code Enforcement Officer shall include, but not be limited to, the following:

1. As directed and in cooperation with the City Administrator, implements zoning enforcement to meet the requirements of the City, State and Federal regulations.
2. Inspects and approves plans and all phases of public and private construction and improvement work to ensure the appropriate construction is completed in compliance with zoning classification, plans standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
3. Issues permits and checks for possession of permits, and conformity with building code requirements on all aspects of construction. Investigates unlawful zoning or building activities, secures evidence of violations and initiates corrective action.
4. Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, potential problems and needs.
5. Represents Glenwood at MAPA, SWIPCO and RPA18 meetings and various seminars relating to zoning, building site inspection, housing and recreation.
6. Encourages and promotes compliance with safety rules, the use of safety equipment and safe procedures; oversees the maintenance of

necessary safety related files. Develops appropriate training programs for City employees.

7. Prepares material for and attends meetings of the Planning and Zoning Commission and the Board of Adjustment.
8. Provides information and responds to inquiries from contractors, developers, property owners, staff and the general public.
9. Maintains a variety of logs and records related to inspection activities and work assignments. Compiles information and prepares reports as required.
10. Monitors and inspects the condition of municipal buildings; initiates repairs after consulting with the necessary staff and City Administrator.
11. Provides information and ensures ADA compliance.
12. Maintains files and flowcharts, reviews engineering plans, specifications and records including as-builts for water, sewer, storm drain and street projects.
13. Ensures maintenance and updating of the zoning map.
14. Ability to confer with the general public, businesses, citizens to explain code requirements in tactful, firm, and impartial manner. Prepares notices of violations and remedy for correction. Prepares documents for submission to City Attorney if noncompliant.
15. Enforces nuisance abatements by sending notice to abate nuisances found or reported.
16. Oversees the implementation of the Land Use Ordinance and ensures consistency with the Comprehensive Plan.
17. Assists the public by answering telephones, handling questions, taking complaints.
18. Any other duties as assigned by the City Administrator.

(Ord. 795 – Oct. 07 Supp.)

19A.04 IMMEDIATE SUPERVISOR. The immediate supervisor of the Code Enforcement Officer is the City Administrator.

(Ord. 795 – Oct. 07 Supp.)