



CITY OF GLENWOOD SPRINGS

CODE ENFORCEMENT OFFICER

JOB CODE: 2116
GRADE: 42

POLICE DEPARTMENT

REVISED: 1-4-08

GENERAL STATEMENT OF DUTIES:

Performs enforcement and pro-active duties related to Municipal ordinances and State laws, with emphasis on animal, health, nuisance and zoning issues. The Code Enforcement Officer is supervised by the on-duty shift supervisor and through the established chain of command.

EXAMPLE OF DUTIES:

The following examples are illustrative only and are not intended to be all inclusive.

This position is primarily responsible for dealing with animal complaints, trash and weed violations, nuisance abatement, zoning violation enforcement, parking complaints and impoundment of abandoned vehicles. Working in inclement weather conditions will be a factor in this position.

REQUIRED KNOWLEDGE & SKILLS:

High school graduate or equivalent. In-depth knowledge of the Municipal code and State laws. Ability to handle animals safely. Ability to safely operate a vehicle for patrol duties throughout the City. Ability to deal calmly and professionally with the public, ability to assist Patrol Officers with traffic control and other duties, and ability to complete reports as well as specialized paperwork associated with the tracking and disposal of abandoned vehicles.

NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	50 pounds frequently	200 pounds occasionally
Carrying:	50 pounds frequently	100 pounds occasionally
Pushing/Pulling:	50 pounds frequently	100 pounds occasionally
Driving:		frequently
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		occasionally
Kneeling:		occasionally
Crawling:		occasionally
Climbing Stairs:		frequently
Standing/Walking:		frequently
Climbing Ladders:		occasionally
Reaching above/below/at shoulder level:		frequently