

**CITY OF WINDSOR**  
**CODE ENFORCEMENT SPECIALIST**  
**JOB DESCRIPTION**

**DEPARTMENT/DIVISION:**

Work is performed under the general supervision of the Mayor. This is professional work promoting the quality, health, and safety of the neighborhoods in our city by promoting and fairly enforcing laws related to health; zoning; storm water; rental conservation; building, fire, electrical, and plumbing codes; and property maintenance codes. This work involves educating the community on the requirements of the codes. It also involves investigation, documentation, and enforcement of the codes.

**WORK PERFORMED:**

1. Inspects and regulates residential structures and properties within the city limits of Windsor to ensure compliance with zoning, building, fire, pool, health, property maintenance codes. Inspects residential rental property to determine compliance with City code; prepares correction notices, sets deadline for corrections, and conducts re-inspections as required.
2. Conducts inspections, evaluations, and assessments to determine if the conditions quality the structure or property as a nuisance. Prepares inspection reports which accurately detail code violations. Issues noticed of violation and abatement orders to persons maintaining conditions in violation of the code.
3. Assess and evaluate the extent of the violation(s) to determine if the structure/premises is a public nuisance or a dangerous structure, or if the premises constitutes a public health nuisance. Responds to complaints related to the conditions of structures, rental property, and residential property.
4. Inspects and evaluates on-site sewage and water supply facilities and pools for land owners and occupants to ensure facilities were properly constructed and maintained to ensure continued safe functioning.

5. Communicates information regarding violations, code requirements, and necessary steps to correct problems. Prepares accurate violation notices, documents violations, gathers evidence, and prepares cases for prosecution, all in a timely manner. Organizes own work, sets priorities, and meets critical deadlines.
6. Consults with owners and occupants regarding provisions of City code. Communicates clear information with all persons. Demonstrates an understanding of all codes and enforces the code consistently and fairly.
7. Researches and investigates property ownership through public records, including recorder of deeds, probate cases, death certificates, legal description/boundaries, and corporate records.
8. Develops legal cases with City attorneys in legal enforcement proceedings. Develops strategies with City attorneys to effectively use the legal system when dealing with repeat offenders. Prepares case files for court actions including writing reports, maintaining, inspection files, preparing chronologies and violation explanations.
9. Accurately documents all inspections, completes inspection reports, and prepares violation notices and documents contact with property owners, complaints, and witnesses. Uses computer to enter cases information. Performs other duties as assigned.

### **QUALIFICATIONS:**

1. Considerable knowledge of principles and practices of building construction; methods materials, and techniques used in the construction of large/small structures; and methods/techniques of building inspection.
2. Knowledge of legal procedures involved in enforcing codes and ordinances related to residential properties. Knowledge of the various codes to be enforced and ability to determine adherence to code.
3. Ability to keep records and prepare reports. Ability to interpret, explain, and enforce laws and regulations governing residential properties. Ability to show courtesy, tact, and sensitivity to individual differences when dealing with people who are hostile, difficult, and/or distressed.

4. Ability to establish and maintain effective working relationships with other employees, property owners, tenants and the general public. Ability to accomplish inspections in crawl spaces; attics; and at heights such as roofs.
5. Ability to use personal computer and standard PC based applications. Ability to communicate effectively, both orally and in writing including technical and expository type writing.
6. Excellent work history and attendance record. Possess and maintains a valid Missouri driver's license and an excellent driving record. Willing to participate in further education relating to job.

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Employee

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Date