

City of Greenwood – Part-time Code Enforcement Officer

Job Title:	Part-time Code Enforcement Officer	Job Category:	Non-exempt
Department/Group:	Board of Works	Job Code:	
Location:	City Center	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part-time
HR Contact:	Human Resources Coordinator	Supervisor:	Code Enforcement Officer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Part-time Code Enforcement Officers are responsible for enforcing the City Municipal Code as well as investigating, initiating action and imposing deadlines of compliance.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for proactively pursuing nuisance and Municipal Code violations.
- Maintain detailed records for all code violations and their outcomes including copies of notes, pictures and copies of inspections.
- Accountable for incoming complaints including high weeds, trash nuisance, abandoned vehicles and zoning complaints.
- In charge of checking street vendors for proper licensing and enforcing such.
- Research property records to determine appropriate code citations. Accountable for outgoing correspondence including notices of violations.
- Contact property owners either in person or by telephone to discuss violation; notates communication.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or law enforcement experience.
- **Experience:** Researching City codes or property records.
- **Skills and Abilities:** Ability to resolve code violations utilizing Municipal Code. Must have working knowledge of maps and the City's geographical location. Must possess valid Indiana driver's license.
- **Physical:** Must be able to sit, stand or walk for long periods of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____



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Approved By: