



**CITY OF SHAWNEE, KANSAS**  
invites applications for the position of:

## **Codes Enforcement Officer I**

**SALARY:** \$18.32 - \$20.70 Hourly  
\$38,105.00 - \$43,056.00 Annually

**OPENING DATE:** 06/28/17

**CLOSING DATE:** 06/28/17 04:00 PM

### **POSITION SUMMARY:**

This position performs technical responsibilities in ensuring compliance with applicable codes and ordinances of the City. Responsibilities include investigating complaints, writing violation notices, and performing follow-up inspections. General supervision is provided by the Codes Enforcement Supervisor, but work is performed with latitude for independent decision-making within guidelines of policies and procedures. The position involves frequent internal and external contacts that require considerable public relations skills in handling and may involve non-routine problems that require in-depth discussion and/or persuasion in order to gain concurrence or resolve problems.

### **POSITION RESPONSIBILITIES:**

- **Code Enforcement.** Talks to residents, property owners, and business owners both in person and over the telephone, receiving complaints and answering questions. Investigates and observes alleged violations of City codes and ordinances, conducts inspections, and notes conditions. Identifies property owners, generates and sends written notices of violations, and establishes target dates for correction. Deals firmly and tactfully with property owners. Conducts follow-up inspections to determine if deficiencies have been corrected.
- **Court Activities.** Prepares case files and records for Municipal Court action in the event deficiencies are not corrected. Works directly with the prosecuting attorney to establish adequate evidence for conviction. Appears before the court and testifies as to the facts of the case.
- **Office Duties.** Performs general office duties including filing, answering phones, assisting citizens at the public counter and other related duties.
- **Records Management.** Maintains related files and prepares reports as required for the Codes Administration Division.
- **Policy Development.** Assists in the development of ordinances, procedures and policies for codes enforcement activities in the City.
- **Building Inspections and Permits.** Serves as a backup for inspecting residential buildings for construction code compliance. Serves as a backup for issuing building permits.
- **Training.** Assists with the supervision and training of employees in similar or related positions. Attends and participates in training; reads materials, journals and maps.
- **Emergency Operations.** Responds for snow removal and other emergency operations during off-duty times and during regular work hours when necessary to mitigate the emergency.

### **MINIMUM QUALIFICATIONS:**

#### **Position Requirements**

- High School Diploma or the equivalent
- Four (4) years' experience in Code Enforcement or a related field
- Associates or Bachelor's degree from an accredited college or university in architecture, engineering, construction science or a closely related field may be substituted for years of experience.
- Possession of, or ability to obtain within 90 days, a Commercial Driver's License Class B with air brakes/tanker endorsements

Apply at [www.cityofshawnee.org](http://www.cityofshawnee.org). If reasonable accommodation is necessary, contact Human Resources, Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203. EOE M/F.

11110 Johnson Drive  
Shawnee, KS 66203  
 913-742-6252

[personnel@cityofshawnee.org](mailto:personnel@cityofshawnee.org)

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### Codes Enforcement Officer I Supplemental Questionnaire

\* 1. Do you have a high school diploma or the equivalent?

- Yes  
 No

2. Do you currently hold a Commercial Drivers License (CDL)?

- Yes  No

3. If you do not hold a CDL, are you able to obtain one? Automatic exclusions include more than three no contest/convictions of moving violations in the last one year period, a no contest/conviction of driving under the influence of alcohol within a one year period from application date, and/or a no contest/conviction of driving under the influence of a controlled substance within a one year period.

- Yes  No

\* 4. Do you have four years' experience in Code Enforcement or a related field?

- Yes  No

5. If yes, please explain.

\* 6. Do you have an Associates or Bachelor's degree from an accredited college or university in architecture, engineering, construction science or a closely related field.

- Yes  No

7. If yes, in what field?

\* Required Question

