

# CITY OF CABOT

## Job Description

**JOB TITLE:** Code Enforcement/Flood Plain Coordinator

**DEPARTMENT:** Public Works

**SUPERVISOR RECEIVED:** Public Works Director

**REVISION DATE:** September 2007

**SUMMARY:** Performs work of average difficulty in inspecting dwellings, premises and vacant lots for compliance with City codes and in initiating and documenting appropriate actions to ensure dwellings, premises and vacant lots found in violation are repaired, condemned, razed and cleaned in compliance with City ordinances.

**QUALIFICATIONS:** High school diploma or GED equivalent. One to two years of related experience. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with peers, supervisors and the public. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

**PRIMARY RESPONSIBILITIES:**

- Enforce all city ordinances
- Keep exact records for code enforcement
- Inspect harmful structures and inform the Harmful Structures Committee of discrepancies found
- Use of discretion & maturity while enforcing city ordinances
- Ability to deal with the public
- Respond to all complaints in a professional manner
- Maintain all FEMA files and compliance paperwork
- Follow-up on delinquent hamburger tax
- Operate a vehicle in a safe and courteous manner
- Keeps and updates paperwork dealing with floodplains
- Tracks floodplain related issues
- Inspect buildings, wiring, plumbing, electrical circuits, sewers, heating systems, foundations during and after construction to ensure compliance with applicable codes
- Post record of each inspection at job site
- Inspect all back flow water and wastewater
- Issue violation notices and stop-work orders
- Receive citizen questions and complaints, answer questions or dispatch to the proper personnel.
- Ability to work independently
- Issue certificates of occupancy
- Assist with ADA, ADEQ inspections
- All other duties as assigned.
- Assist with public works administrative duties as needed
- All other duties assigned.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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**Employee Name (Print)**

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**Employee Name (Signature)**

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**Date**