



City of Park Hills

9 Bennett Street, Park Hills, Missouri, 63601

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Code Enforcement Officer

POSITION DESCRIPTION

Position Title: Code Enforcement Officer

Department: Community Development

Reports To: Community Development Director

FLSA Classification: Non-Exempt

Pay Range: \$16.83 – \$21.44 per hour, based on qualifications and experience

Position Summary

The Code Enforcement Officer promotes compliance with municipal ordinances related to property maintenance, nuisance abatement, sanitation, zoning-related field enforcement, abandoned and inoperable vehicles, and animal control. The position performs complaint intake and investigation, proactive neighborhood inspection, documentation and record-keeping, public education, and coordinated enforcement actions to protect public health, safety, and quality of life in the community. The work involves frequent contact with residents, business owners, contractors, law enforcement, animal welfare organizations, and other governmental agencies.

Minimum Qualifications

General Requirements

1. Must be at least 18 years of age at the time of employment.
2. Must possess and maintain a valid Missouri driver's license in good standing.
3. Must be legally authorized to work in the United States.
4. Must be able to communicate effectively with the public, coworkers, supervisors, and outside agencies, both orally and in writing.
5. Must be able to exercise tact, professionalism, and sound judgment in stressful, confrontational, or emotionally charged situations.
6. Must successfully complete a pre-employment background check and drug screening in accordance with City policy and applicable law.

Education and Experience

1. High school diploma or GED equivalent required.
2. One to three years of experience in code enforcement, inspections, animal control, law enforcement support, public works field operations, building trades, customer service, or a related municipal field preferred.

3. Experience preparing reports, maintaining records, using enforcement or case-management software, and interacting with the public preferred.
4. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Knowledge, Skills, and Abilities

1. Knowledge of the principles and practices of municipal code enforcement, nuisance abatement, and field investigation.
2. Knowledge of common property maintenance and public nuisance standards, including weeds, junk and debris, exterior structures, sanitation, noise, and vehicle storage.
3. Knowledge of animal control practices, humane capture and handling methods, shelter intake procedures, and public safety response involving domestic animals.
4. Ability to interpret and apply municipal ordinances, departmental procedures, and applicable state laws related to code enforcement and animal control.
5. Ability to conduct inspections, gather evidence, take photographs, prepare notices, and maintain complete and accurate case files.
6. Ability to communicate clearly and courteously with residents, business owners, contractors, and partner agencies while maintaining impartial enforcement.
7. Ability to de-escalate conflict, explain compliance options, and encourage voluntary correction before formal enforcement when appropriate.
8. Ability to issue warnings, citations, and documentation necessary for administrative or court proceedings, and to testify credibly regarding those actions.
9. Ability to operate asset management software and other computer programs used for complaint intake, case tracking, inspection notes, records management, correspondence, scheduling, and reporting.
10. Ability to work independently in the field, establish priorities, and respond to changing conditions throughout the workday.
11. Ability to safely operate assigned vehicles, radios, mobile devices, cameras, traps, leashes, cages, and other related equipment.

Special Requirements

1. Availability to respond to urgent or after-hours incidents involving dangerous animals, nuisance conditions, or other public safety concerns as assigned.
2. Ability to testify in municipal court, administrative hearings, or related proceedings and present factual findings in a professional manner.
3. Ability to obtain any job-related certifications, training credentials, or departmental authorizations required by the City after appointment.

Essential Duties and Responsibilities

The following duties are representative of the work typically performed by this position; other related duties may be assigned.

Code Enforcement Functions

1. Investigates complaints and observes conditions involving tall grass and weeds, junk and debris, inoperable or abandoned vehicles, dangerous structures, illegal dumping, sanitation issues, exterior property maintenance, and other ordinance violations assigned to municipal code enforcement.
2. Conducts field inspections of residential, commercial, and vacant properties; documents conditions; determines whether violations exist; and establishes appropriate compliance timelines.
3. Prepares and issues notices of violation, warning letters, orders to abate, municipal citations, and supporting case documentation as authorized by ordinance and policy.
4. Performs follow-up inspections to verify compliance, coordinates corrective actions, and refers unresolved violations for legal review or prosecution when voluntary compliance is not achieved.
5. Maintains organized enforcement files, photographs, logs, inspection notes, and correspondence for each case using asset management software and other record-keeping systems.
6. Coordinates with police, public works, building officials, legal counsel, health authorities, and contractors regarding nuisance abatement, cleanup, towing, demolition, or related enforcement activities.
7. Assists with public education by explaining City standards, compliance options, and neighborhood maintenance expectations to property owners and residents.

Animal Control Functions

1. Responds to calls involving stray, loose, nuisance, injured, neglected, or dangerous animals and takes action consistent with City ordinance and public safety needs.
2. Captures, transports, and impounds animals using humane handling methods and appropriate safety precautions.
3. Investigates animal bites, animal welfare complaints, licensing or vaccination issues, and other animal ordinance violations; prepares reports and enforcement documentation as needed.
4. Coordinates with law enforcement, veterinarians, rescue organizations, public health officials, and shelter partners regarding animal custody, quarantine, treatment, transfer, or disposition.
5. Assists with shelter-related functions as assigned, including intake documentation, basic daily care, sanitation, and record maintenance for animals in municipal custody.
6. Provides public education on responsible pet ownership, humane treatment, confinement requirements, nuisance prevention, and related local regulations.

Administrative and Public Contact Functions

1. Maintains daily activity logs, monthly statistics, case reports, correspondence, and other records needed for management review, legal support, and operational planning.

2. Uses asset management software, spreadsheets, email, mobile devices, and records systems to track complaints, inspection results, enforcement activity, and animal control actions.
3. Answers questions from residents, businesses, and visitors regarding ordinances, procedures, complaint status, and available compliance resources.
4. Represents the City in a professional manner and supports a customer-service-oriented approach to enforcement while maintaining consistency and fairness.
5. Performs related duties as assigned to support departmental operations and City service delivery.

Supervision Received

Works under the general supervision of the Community Development Director. The employee is expected to perform field assignments independently, apply established ordinances and procedures, and consult supervisors on complex, sensitive, or unusual matters.

Supervision Exercised

None. This position may coordinate with contractors, volunteers, shelter partners, or other departments during specific enforcement or animal control activities, but does not have regular supervisory responsibility.

Working Conditions

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Frequent standing, walking, driving, bending, stooping, reaching, and climbing over uneven terrain or around structures.
2. Frequent use of hands and arms to operate tools, cameras, computers, traps, leashes, cages, and other field equipment.
3. Ability to lift, carry, or move animals, equipment, or materials weighing up to 50 pounds regularly and heavier loads occasionally with assistance.
4. Ability to enter residential, commercial, vacant lot, and outdoor environments that may contain hazards, debris, insects, odors, or unsanitary conditions.
5. Sufficient vision, hearing, balance, and manual dexterity to conduct inspections, operate vehicles and equipment, and perform animal handling duties safely.

Work Environment

1. Work is performed both indoors and outdoors, with substantial time spent in the field under varying weather conditions typical of Missouri.
2. Regular exposure to animals, animal waste, noise, dust, odors, traffic, uneven ground, and potentially hostile or distressed individuals.

3. Occasional exposure to bites, scratches, infectious materials, moving vehicles, and hazardous property conditions.
4. The position may require irregular hours, emergency response, or schedule adjustments depending on community needs and staffing levels.

Additional Provisions

1. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. This position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as organizational needs and position requirements evolve.
3. Employment with the City is subject to applicable personnel policies, ordinances, and employment laws.