



**CITY OF SUNLAND PARK, NEW MEXICO**  
**POSITION DESCRIPTION**

<b>POSITION TITLE: CODE COMPLIANCE OFFICER</b>		<b>GRADE: 5</b>
<b>DEPARTMENT: PLANNING</b>		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>APPROVED BY:</b> _____ City Manager		_____ Date
_____ Human Resources		_____ Date

*The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.*

**PRIMARY PURPOSE:**

The primary focus of this position is to ensure city code compliance through periodic monitoring, gathering evidence reporting, recordkeeping, conducting follow up, ensuring compliance on a consistent and timely basis to ensure the safety and welfare of the citizen of the City of Sunland Park. The position is responsible for overseeing, promoting and improving environmental performance at the field level, including air, water, waste, and natural resources.

**SUPERVISION AND GUIDELINES:**

Under the guidance and leadership of the Planning Director, this position identifies violations to the City Code, ordinances and zoning regulations through inspections and investigations; provides support to operations, the public, and other departments with goals of achieving efficient, cost-effective compliance to environmental standards for the City of Sunland Park.

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

1. Coordination of compliance tasks with residents, business owners, and other city departments as needed by receiving, recording, and following up on compliance complaints.
2. Enforces City ordinances and codes related to sanitation, litter, zoning, building, signage, property maintenance.

3. Ensure periodic monitoring, reporting, recordkeeping, training, and other compliance obligations are completed in an accurate and timely manner.
4. Maintain transparent communication at all times through department meetings, on e-on-one meetings, appropriate email, and regular interpersonal communication.
5. Assist with implementation of new programs, policies, procedures and with projects involving environmental cleanup and beautification funding streams.
6. Maintain transparent communication at all times through department meeting, one-on-one meetings, appropriate email, and regular interpersonal communication.
7. Utilize available software to manage compliance activities.
8. Cites violators for non-compliance, represents City in court proceedings, documents all complaints and violations from inception through resolution.
9. Responds to inquiries and complaints regarding solid waste, weeds, trash, littering, and junk, abandoned or inoperable vehicles.
10. Performs inspections and conducts investigations at illegal dumpsites or properties with dilapidated or junked vehicles, trash or weed accumulation or other zoning code complaints and determines whether a violation has occurred.
11. Issues warnings and/or citations for non-compliance.
12. Initiates follow-up visits and inspections to ensure compliance.
13. Completes case report call-in before end of shift and maintains log of recurring enforcement activities.
14. Develops materials and curricula to educate the public about illegal dumping and recycling
15. Schedules presentations at schools and other community events.
16. Maintains records of activities and event including attendance.
17. Responsible for attending public meetings with elected officials and other city staff as assigned.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND TRAINING**

1. High School graduation or general education degree (GED), post-secondary education preferred, or two years related work experience or training in related field.
2. Experience with inspection and enforcement work, preferred.
3. Bilingual in English and Spanish, preferred.

### **LICENSE AND CERTIFICATES**

1. Must possess a valid driver license and have a clear driving record.
2. New Mexico League of Zoning Officials experience strongly preferred; Zoning Official certification required within three years of hire.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. The successful candidate will ensure personal compliance with the City's Code of Ethics to strive for excellence, deliver results, focus on people, be ethical, and be a good steward.
2. Experience dealing directly with regulators, contractors, and field personnel.
3. Have proven leadership abilities.
4. Strong PC skills in all Microsoft office and other applications as required.
5. Strong problem-solving skills with an enthusiastic, determined work ethic.
6. Must be able to communicate effectively and proactively, both verbally and in writing; must maintain clear lines of communications with management.
7. Ability to analyze and interpret technical data, government legislation, and regulations.
8. Ability to work independently with minimal oversight.
9. Must be willing and able to travel for meetings, training, etc., as necessary.

## **ENVIRONMENT AND PHYSICAL FACTORS:**

### **ENVIRONMENTAL:**

Most work is done outside in all kinds of weather, exposure to noise, odors, fumes, dirt, cleaning chemicals, dust, grease burns, and other hazards related to the field.

### **PHYSICAL DEMANDS:**

Work includes moderate to heavy lifting (up to 100 pounds); prolonged periods of standing; stooping, reaching, crawling, and climbing; manual dexterity. While performing this job, the employee is occasionally required to sit or extended periods of time, stand, walk, handle, feel or operate objects, tools, or controls, reach with hands and arm, and sit, talk and hear.

