City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Ordinance Officer I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>OROF, ORO2, ORO3</td>
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<tr>
<td>Pay Grade:</td>
<td>AU04, AU05, AU06</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for assisting in the administration & enforcement of City ordinances, as related to public health and safety.

**Essential Duties and Responsibilities:**
*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**Ordinance Officer I:**

- Assists in the administration and enforcement of city ordinances through, exterior and interior, inspections of properties.
- Detects and advises property owners of violations of code provisions; issues citations; and explains violations verbally and/or in writing.
- Responds to complaints, conducts onsite inspections, and re-inspections, investigates and determines existence and types of zoning, housing, signage, health & public safety issues, property maintenance and/or nuisance code violations such as; junk vehicles, weeds/grass, debris accumulation, and recommends corrective actions to bring about compliance.
- Establishes and maintains inspection files and records; writes notification letters, reports, and citation narratives; uses and maintains databases and statistical logs. Access county and other public records for determination of property ownership.
- Works with Attorney’s Office in case development and may testify in court.
- Attends community, neighborhood associations, neighborhood watch, and town hall meetings.
- Solicits bids and coordinates abatement actions and police assistance.
- Takes pictures to document violations and abatements.

**Ordinance Officer II:**

- Performs all duties of an Ordinance Officer I.
- Becomes knowledgeable of the Zoning Ordinance and processes Zoning violations.
- Provides leadership for the Code Enforcement team, including maintaining and executing the training program for new officers, as well as providing assistance, support and guidance to other code enforcement officers.
- Makes public presentations and gives media interviews.
- Assists other City Departments to address substandard buildings as needed.

**Ordinance Officer III:**

- Performs all duties of an Ordinance Officer I & II.
- Steps in for the division manager, in lieu of their absence, for committee and City Council meetings.
**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED) and one year experience in ordinance enforcement or related field.

- **Communication Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simples correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to remain calm and communicate effectively in confrontational situations.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

- **Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products.

- **Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Specific Qualifications:**

**Ordinance Officer II:**
In addition to minimum qualifications, must also have two years of progressively responsible experience in City Ordinance Enforcement; or an Associate's Degree in public administration or related field. Must also complete Planning 101 training and complete annual de-escalation training.

**Ordinance Officer III:**
Must have six years of progressively responsible experience in City Ordinance Enforcement; or an Associate’s Degree in public administration or related field. Must also complete advanced Planning 101 training, along with annual de-escalation training annually, and leadership training.

**Working Conditions:**

*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 frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic substances; human and animal waste; mold and mildew; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**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 regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance and close vision.

**OTHER SKILLS AND ABILITIES**

Knowledge of areas commonly requiring adherence to building, fire, parking, zoning, and public nuisance, codes and regulations enforceable by the City; investigative techniques useful in inspecting residential, business and non-conforming land use activities to insure compliance with code and ordinance requirements. Ability to enforce provisions of the municipal code with firmness, tact and impartiality, to learn geography of the City, to learn ordinances and land use regulations and to apply this knowledge to specific work problems. Ability to establish and maintain effective relationships with officials and the public.