



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

CODE ENFORCEMENT OFFICER

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB TITLE: Code Enforcement Officer

JOB TYPE: Non-Exempt, Part Time, 20 hours per week

COMPENSATION: \$20-\$22 per hour

BENEFITS: Paid Holidays, 84 hours of PTO/Sick leave annually and discounted gym membership.

LOCATION: 1670 Naturita Street, Norwood Colorado

CLOSING DATE: Open Until Filled

POSITION SUMMARY

The Code Enforcement Officer provides enforcement of Town ordinances and codes with appropriate response to the violator in the form of correspondence and/or summons and complaint. The Code Enforcement Officer also serves in the capacity of a community service agent of the Town of Norwood.

This is a non exempt hourly position.

JOB DESCRIPTION

- Issue written warnings and citations in accordance with Town ordinances related to parking, sanitation, animals and other violations that do not require issuance by a sworn peace officer.
- Investigate cases of potential Town Code violations; this includes signs, animal violations, abandoned vehicles, weeds, zoning, trash, junk vehicles, nuisances and building permit requirements.
- Coordinates with sworn members of the law enforcement when criminal summonses are warranted.
- Provides recurring and visible security for town assets including parks, town buildings and historic features and coordinates with sworn personnel when violations are observed or in progress events.
- May be assigned to collect and document reported lost or found property when criminal activity is not suspected.
- Other duties and functions as assigned which do not require law enforcement authority but promote safety and the smooth operation of the Department.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Interpretation of Municipal Code.
- Ability to communicate effectively in writing and verbally.
- Ability to use common computer programs including Microsoft Word and Excel, camera and telecommunications equipment.



DESIRED EDUCATION & EXPERIENCE

- High School Diploma or GED required.
- Relevant job experience preferred.

REQUIRED LICENSES & CERTIFICATIONS

- Possess and maintain valid Colorado Driver License.

PHYSICAL REQUIREMENTS AND WORKING ENVIROMENT

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 essential functions.

While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift a minimum of 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

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

Frequent exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. 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.

ADDITIONAL RESOURCES & SUPPORT

Please review the complete job description and submit an official application for the position by visiting <http://www.norwoodtown.com/applications-permits/> for the application. Application and resume to be emailed to sowens@norwoodtown.com or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application and attach a resume. Please ensure all requested items are submitted and complete for consideration.

Town of Norwood is an Equal Opportunity Employer (EOE)