

# *Code Compliance Officer*

## *Town of Bernalillo*

*Recruitment Period: Open Until Filled*

**Reports to:** Planning and Zoning Director

**Department:** Planning and Zoning

**Hourly Wage:** \$14.05

**Job Status:** Full time/Permanent

**FLSA Status:** Non-Exempt

### **Job Summary:**

Under direction, interpret and enforce all adopted Zoning Ordinances and land use regulations of the Town of Bernalillo. Investigate complaints, meet with citizens, and enforce codes related to housing standards, environmental health, abandoned vehicles, overgrown vegetation, trash, graffiti, signs, fence/wall permits, and zoning ordinances.

### **Typical Responsibilities:**

- Interview complainants and witnesses
- Investigate and document complaints (photographs of violation/s and documentation of enforcement activities using computerized software)
- Meet with citizens and staff
- Inspect homes, apartment buildings, businesses, vacant lots, and other properties to ensure compliance with Town codes
- Proactively patrol and survey locations for code violations throughout the workday
- Determine whether properties are in compliance with code/s
- Perform research to determine ownership and use/s of property
- Prepare notices of violation to be sent or served
- Issue notices of violation
- Communicate with alleged violators regarding findings, and the resolution of the violation
- Perform follow-up inspections
- Testify in court and at administrative hearings
- Issue condemnation orders when needed
- Respond in a courteous manner to public inquiries and/or complaints
- Perform other duties as assigned

### **Minimum Qualifications:**

- High school graduate or equivalent and two (2) years related experience working for a public entity as an inspector or an associate degree in a related field

- Ability to read, analyze, and interpret legal documents and government regulations
- Ability to prepare reports and business correspondence
- Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner
- Ability to speak in public and present information when necessary
- Ability to work and adapt to hostile situations
- Ability to work as a team member with other employees
- Ability to maintain professional composure in heated situations
- Ability to operate a landline telephone, fax, copy machine, computer, cell phone and vehicle
- New Mexico League of Zoning Officials (NMLZO) Certified - preferred
- Spanish speaking (bilingual) preferred

**Certificates, Licenses, Registrations:**

- Must possess New Mexico League of Zoning Officials (NMLZO) certification within one (1) year of hire date
- Must possess at least two (2) of the following within one (1) year of hire date:
  - Certification as a Zoning Enforcement Officer by the American Association of Code Enforcement (AACE) or
  - Certification as a Zoning Inspector by the International Code Council (ICC) or
  - Certification as a Property Maintenance and Housing Inspector (ICC) or
  - Certification as a Property Maintenance and Housing Inspector by the AACE

**Conditions of Employment:**

- Must possess and maintain a valid NM Driver License
- Must pass a pre-employment drug screening test
- Must pass criminal background investigation

**If interested, please submit your application to:**

Troy Martinez  
 Human Resources Director  
 P.O. Box 638  
 Bernalillo, New Mexico 87004

Or by email to:  
[jobs@townofbernalillo.org](mailto:jobs@townofbernalillo.org)

Or by fax to:  
 505-771-8626