



Mayor
Kamron Yates



201 South Union Street
Delphi, Indiana 46923
Phone (765) 564-3039
email: mayor@cityofdelphi.org
www.cityofdelphi.org

JOB TITLE: CODE ENFORCER
PAY TYPE: CONTRACT
HOURS: 15 TO 20 HOURS PER WEEK

Enforcement of most noncriminal code violations are the primary responsibility of the Code Enforcer.

DUTIES:

- Investigate complaints of violations of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issue courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conduct follow up investigations to ensure compliance with applicable codes and ordinances.
- Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
- Provide information to general public, business community, internal departments and other agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries. Represent the department to various citizen/citizen groups, other departments and agencies.
- Respond to complaints of abandoned vehicles; determine ownership of vehicle; tag and arrange for towing of vehicle if appropriate; complete necessary paperwork.
- Prepare documentation for submission to the City Attorney to file complaint for noncompliance; testify in court on behalf of the City.
- Investigate complaints relating to unsafe structures and premises; prepare notices for the abatement of dangerous buildings; seek contractor bids to demolish unsafe structures; oversee on site work to code specifications.
- Perform related duties and responsibilities as assigned.

SKILLS:

- Some computer skills in order to use software.
- Ability to communicate with citizens concerning the issues associated with their property, vehicles or any other possible violations of city ordinances. Able to communicate in a positive sense with all citizens as well as officials.

