

CODE ENFORCEMENT OFFICER

The City of Carlsbad is accepting applications for a **Code Enforcement Officer**. Ensures compliance with a variety of the City municipal codes and ordinances.

Enforces city codes and ordinances (mobile home, inoperable and abandoned vehicles, signs, weeds and litter, dilapidated structures, trash, business registration and zoning etc.)

Resolves complaints of excessive weed growth, non-operating vehicles, obstructed or abused trash containers, traffic obstructions, and related public health or safety hazards.

Discusses violations with property owners to obtain voluntary compliance; prepares written notices of violations, and files complaints with Municipal Court; bills property owner for clean-up and files lien against property if not paid.

Assists Building Inspector, as necessary, in performing routine inspection duties.

Knowledge of City's Municipal Code of Ordinances relating to weeds and litter, signs, inoperable vehicles, mobile homes, dilapidated and abandoned structures, and public health and safety. Knowledge of potential danger to the public in parks and streets.

Ability to read and interpret City codes and ordinances, write reports and make oral presentations. Ability to establish and maintain effective working relationships with employees, supervisors and the public. Ability to investigate complaints from the public to determine which situations are code violations.

Skill in obtaining voluntary compliance with municipal codes from property owners.

Qualifications: High school diploma or GED with some college preferred, and two (2) years of related experience. Must possess and maintain a valid New Mexico operator's license. Must have an excellent work history to include dependability and stability.

In addition to an excellent benefit package, starting hourly base rate of pay will be \$27.34.

Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until the position is filled.