



## THE CITY OF SANTA FE

**Announcement Number:** 2020-LU9  
**Closing Date:** Thursday, October 31, 2019  
**Department:** Land Use  
**Job Type:** Classified-Full Time

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### Ordinance Enforcement Specialist

**FLSA Status:** Non-Exempt  
**Union Status:** Union  
**Salary Range:** 7 (\$16.880 – \$25.320)

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#### General Definition of Work

Performs a variety of field inspection duties of city site and private properties to assure compliance with city environmental ordinances. Enforces some aspects of the city's zoning code and the planning and land use regulations within all zoning districts of the city.

#### Supervision Received

Works under the general supervision of the Code Compliance Supervisor.

#### Supervision Exercised

May make work assignments and review work of clerical support staff on a case-by-case basis.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

#### Essential Functions

- Conducts investigations; researches properties; responds to complaints; reviews plats and blueprints; investigates compliance with ordinances related to noise, litter, lighting, weeds, junk vehicles, snow & ice removal, smoking, and general nuisances; utilizes specialized equipment, i.e., dosimeter to determine noise levels, and light meter to determine lighting levels.
- Represents the City in Court proceedings; presents appeal documentation to boards, committees, etc.
- Enforces public compliance with applicable ordinances; investigates and researches complaints involving suspected violations; issues notice of violation; drafts letters and notifications; follows established procedures for enforcement activities; prepares inspection documentation and criminal complaint form as required to initiate enforcement sanctions; utilizes city computer system, EnerGov, to record inspection results, case numbers, etc.
- Maintains logs, collects and enters data and prepares documentation; issues noise permits or waivers; participates in the liquor licensing process.
- Provides technical assistance with equipment and procedures used in enforcement and provides training on such; conducts research of latest equipment and makes recommendations to supervisors.
- Coordinates special projects including statistical applications, mapping of vacant properties and on-site testing.
- May participate on appropriate committees and boards; attends city council meetings.
- May participate in applicable educational programs.
- Performs related duties as required.

#### Competencies

- Working knowledge of the principles and practices of program coordination, report writing, computer systems used for tracking data; of hazards, safety and health practices of ordinance enforcement activities.
- Skill in effective communication, interpersonal relations, facilitation, critical thinking, interpretation of codes, analysis, public speaking.
- Ability to read plats, plans and other technical documents; communicate effectively verbally and in writing; establish and maintain effective relationship with co-workers, other government entities, the public and elected officials.
- Ability to make ordinance enforcement decisions based on interpretation and intent of the ordinances.

- Ability to access and maintain computer tracking system for ordinance violations as needed.

### **Education Requirement**

High school diploma or GED.

### **Experience Requirement**

Four (4) years experience in public or business administration relative to municipal ordinance enforcement, public relations, educational activities, implementation and coordination of interdepartmental programs; or an equivalent combination of education and experience.

### **Licensure and Certifications**

### **Special Requirements**

- Must possess a valid driver's license and obtain a City of Santa Fe driving permit (First Aid, CPR, and Defensive Driving.)
- Must obtain Occupational Hearing Conservation and Police Commission Certifications within six months from date of hire.

### **Physical Requirements**

- Involves regular interaction with the public, walking, standing, sitting, bending, twisting, squatting, reaching and repeated hand, arm or finger motion, climbing, lifting, hand/grip strength and both manual and finger dexterity.
- Must be able to lift, push and pull 50 pounds.
- Good visual acuity, color vision, and the ability to hear and speak are required

### **Working Environment**

- Work is primarily performed in an outdoor setting, sometimes during inclement weather.
- Exposed to traffic, irritated or hostile customers and possible injuries from insects and animals.
- Irregular working hours and 24-hour standby may be required.
- Exposure to loud noise, sunlight, UV rays, animal or insect bites, and fumes.
- Evenings, weekends, and irregular hours may be required.

### **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at: [www.santafenm.gov](http://www.santafenm.gov)**

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.