



214 South Love Lovington, NM 88260 | 575.396.2884

CODE ENFORCEMENT OFFICER

Position Description

Department:	Code Enforcement
Probationary Period	Per Policy
Pay Grade:	
Hours/week:	40 hrs. per week
Type of Position:	Full-time

Reports to (title):	Code Enforcement Director
Supervises:	N/A
Classification:	
Effective Date:	April 22, 2024
Revised Date:	July 17, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The Code Enforcement Officer is responsible for protecting public health, safety, and community standards by investigating complaints, inspecting properties, and enforcing compliance with City codes, ordinances, and zoning regulations.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Prepares appropriate court documentation as required; maintains working relationships and communication with the prosecutor's office, and appears as a court witness when required
- Maintains a working relationship and communication with other law enforcement agencies
- Maintains a daily activity log, monthly and annual statistics, and monthly reports as directed.
- Assists with public education efforts and activities, such as the development of brochures, and other public speaking engagements as assigned
- Wears PPE as needed
- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews complainants and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.

CODE ENFORCEMENT OFFICER

Page 2

Position Description

- Prepares evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrols assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Participates in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
- Attends meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operate computers to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Participates in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
- Locates vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Complies with all relevant rules and regulations at the federal, state, city, and department level.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience: Three (3) years direct work experience

Education: High School Diploma or GED

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Read, write, speak and comprehend the English language.
- Must have excellent communication skills
- Ability to cope with stressful situations
- Ability to work with the public in a professional manner
- Must be able to understand and carry out directives and by extremely safety minded
- Knowledge of operations, services, and activities of a municipal code compliance program.
- Knowledge of pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of City services and organizational structure as they relate to code compliance, legal actions applicable to code enforcement compliance.
- Knowledge of effective public relations practices, principles and procedures of record keeping.
- Knowledge of Microsoft Office Suite applications
- Knowledge of methods and techniques of business correspondence and technical report preparation.
- Knowledge of occupational hazards and standard safety practices, geographic features and locations within the area served.
- Ability to work in all outdoor environmental conditions
- Ability to work standard office equipment
- Possess high level of customer service at all times.

CODE ENFORCEMENT OFFICER

Page 3

Position Description

PREFERRED QUALIFICATIONS

- Post-Secondary work in related field
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Candidate will work outdoors in all weather conditions and in the presence of potential hazards, including exposure to sun, wind, rain, snow, dust, and traffic. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that an employee must meet to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of standing, reaching/working from overhead structures and scaffolds, reading instructions. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

CODE ENFORCEMENT OFFICER

Page 4

Position Description

ACKNOWLEDGMENT

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment or an employment contract of any kind, and my employment remains at-will.
- This job description provides a general summary of the position in which I am employed and identifies the essential functions of the position. I understand that if at any time I believe I may need a reasonable accommodation to perform the essential functions of my position, I am responsible for notifying my supervisor or Human Resources.
- This job description is intended to describe the general nature of the position and may be modified as business needs require, including changes to job duties, responsibilities, work schedules, work location, and work requirements.
- Acceptable job performance includes completion of assigned responsibilities and compliance with applicable company policies, procedures, rules, and expectations.
- I have had the opportunity to discuss any questions or concerns regarding this job description with my supervisor or Human Resources.
- I have read and understand this job description and acknowledge my responsibility to perform my duties in accordance with applicable company policies and procedures.

Printed Name: _____

Employee Signature: _____

Date: _____