

*****ATTACHMENTS*****

IX

3.18

R. C. No. 208- 14 - 15. By SALARIES AND GRIEVANCES. November 17, 2014.

Your Committee to whom was referred Gen. Ord. No. 36-14-15 by Alderperson Lessard amending the Municipal Code so as to add a part-time code enforcement officer position in the City Development Department for the City of Sheboygan; recommends that the Ordinance be passed.

S + L

James A. Bohrer
Codi VanderWeel

Susan J. Lessard

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

100

VI

100



6.4

Gen. Ord. No. 36 - 14 - 15. By Alderperson Lessard. November 3, 2014.

AN ORDINANCE amending Section 82-33 of the Municipal Code so as to add a part-time code enforcement officer position in the City Development Department for the City of Sheboygan.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled "List of Classes and Class Specifications," is hereby amended in Section A.3. City Development Department as follows:

ADD:

JOB CODE	CLASS GRADE	NO. OF EMPLOYEES
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A.3. CITY DEVELOPMENT DEPARTMENT

Code Enforcement Officer	D07910	01	0.5
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Section 2. The new job description for the part-time code enforcement officer in the City Development Department is attached, and copies of which shall be on file in the City Clerk's Office, Finance Department and the Human Resources Department.

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job description shall be in effect from and after its passage and publication.

*Sal. & Shaw
approve*

Susan J. Lessard

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor



Code Enforcement Officer

CODE _____

Nature of Work

Under direction, assists in the enforcement of environmental health and housing, and performs related work.

Typical Duties: (These examples do not list all duties which may be assigned).

- 1.* Performs housing inspections and surveys as they pertain to the minimum housing code.
- 2.* Investigates citizens' complaints relating to the above.
- 3.* Initiates appropriate legal action through the City Attorney on the basis of findings, assists the City Attorney in prosecution, and acts as an expert witness.
- 4.* Performs nuisance control duties.
- 5.* Explains and enforces applicable laws and regulations.
- 6.* Keeps accurate records and completes the necessary reports, forms, and summaries.
7. Performs related work and duties as assigned.

Minimum Qualifications:

1. Public contact experience and demonstrated ability to maintain effective public relationships.
2. Working knowledge of the basic principles and practices of environmental health and construction.
3. Ability to apply departmental laws, rules, regulations, and policies.
4. Ability to secure facts through investigations and inspections.
5. Ability to plan and show independent judgment and discretion.
6. Ability to establish and maintain effective working and public relationships and enforce regulations with tact and impartiality.
7. Possession of a valid Wisconsin Motor Vehicle Operator's License and an insured automobile for use on the job.
8. Ability to prepare and keep accurate records and present effective oral and written reports.
9. Ability to lift "live weight" in excess of 60 pounds safely.
10. Ability to work a varied schedule, if necessary.

11. Graduation from high school or equivalent. One (1) year experience in the building trade and/or building inspection field preferred.

DATE
Gen. Ord. _____