



# JOB DESCRIPTION

## Zoning and Code Enforcement Intern (Seasonal/Temporary)

<b>Date:</b>	February 15, 2019		
<b>Position Title:</b>	Zoning and Code Enforcement Intern		
<b>Department/Division:</b>	Community Development		
<b>Grade:</b>	B	<b>Hourly Rate:</b>	\$14.80 to \$18.90 per hour, DOQ
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Neighborhood Preservation Specialist		

**POSITION OBJECTIVE:** To conduct field inspections for the purpose of detecting and correcting general property ordinance and zoning violations as well as to monitor and document violation information.

### ESSENTIAL JOB FUNCTIONS:

1. Perform daily drive-by and field inspections of residential, commercial, and industrial properties to determine compliance with zoning and land development requirements; property maintenance; and to assure compliance with applicable codes, ordinances, regulations and statutes.
2. Research and gather background information regarding enforcement and other related activities involving properties.
3. Prepare for inspections, schedule appointments where appropriate, and coordinate inspections with department staff.
4. Document, record, and photograph properties during inspections to capture accurate information and evidence.
5. Accurately enter data and maintain information in the City's computerized database systems.
6. Tabulate results, analyze results, prints reports and negotiate reasonable extensions on non-complying issues and/or follow up.
7. Prepare and send out notices of violations using form letters and/or general correspondence in conjunction with the City's computerized database and established department procedures and timetables.
8. Issue notices of violations and work with City's legal counsel to issue citations in accordance with City Code and established departmental procedures.
9. Perform general customer service functions and serves as a resource to provide information on City regulations to property owners, residents, business, the general public and other City departments and divisions.
10. Respond to requests and inquiries from the public (walk-in customers, through e-mail or over the phone).

11. Investigate and respond to complaints as needed and report information and concerns back to Community Development staff or supervisors.
12. Assist department staff in coordinating abatements for unresolved cases.
13. Assist in the preparation of documentation necessary to litigate unresolved cases.
14. Researches, writes, and prepares information for reports and a variety of promotional materials such as the City newsletter, website, brochures, etc.
15. Prepare and make public presentations as needed, which may include City Council presentations, community events, cable television shows, and on-camera interviews.
16. Attends and contributes to regular staff meetings.
17. Safely operates assigned city vehicles and computer equipment.
18. Work effectively with the general public, staff members and outside agencies.

**OTHER JOB FUNCTIONS:**

1. Assist Planning Manager and Planners with special projects, which may include land use research and reports, as well as grant applications and management.
2. Testify in court on violation cases if needed.
3. Provide department counter and phone backup during breaks and lunches and other duties as assigned.
4. Assist in organizing and scanning department records.

**JOB KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the procedures and objectives of City Code, zoning, local ordinances, laws, rules and regulations related to zoning enforcement, sign regulations and other development related to land use concerns.
2. Ability to communicate both verbally and in writing.
3. Ability to read and interpret data, information, documents; analyze and solve problems; use math and mathematical reasoning.
4. Ability to read and interpret aerial photographs and maps.
5. Ability to read and understand land development code and related regulations.
6. Ability to input, retrieve, and access information on a computer as well as assigned mobile devices.
7. Ability to be organized, prioritizes work assignments, and complies with multiple deadlines.
8. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc.

## **MINIMUM QUALIFICATIONS:**

1. Completed at least two years of secondary education or certificate education in urban planning, public administration, community development, housing inspections, criminal justice or a related field, in good academic standing.
2. Must possess a valid Minnesota driver's license and a good driving history.
3. Excellent written and oral communication skills.
4. Proficient at operating personal computer and Microsoft Office Suite, including Access, Word, Excel, Outlook, and PowerPoint.
5. Final candidate must satisfactorily complete a thorough criminal background and reference check process.

## **DESIRED QUALIFICATIONS:**

1. Senior in urban studies, community development, public administration, housing inspections, law enforcement, or related field.
2. Experience working with mobile devices such as an iPad, smart phone, or online mapping system.
3. Experience in customer service, particularly dealing with difficult customers

## **WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of a Code Enforcement Intern. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

## **COMPENSATION AND BENEFITS:**

This is a temporary full-time position and is scheduled for 40 hours per week Monday through Friday 8:00 a.m. to 4:30 p.m., hours may vary. This position is expected to be three months in duration. Hourly wage is \$14.80 to \$18.90 per hour, depending on qualifications. Benefits include: workers' compensation insurance and employer's share of payments to Social Security, and Medicare.

## **APPLICATION PROCEDURE:**

Complete and submit a City of Fridley application along with a cover letter, resume and a recent copy of academic transcript. For application materials visit our website at [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley, 7071 University Avenue N.E., Fridley, MN 55432, (763) 572-3504. Applications must be received by 4:00 p.m., March 18, 2019.

**February 2019**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Code Enforcement Intern  
**Department/Division:** Community Development/Planning Division  
**Brief Description of the Job Performed:** To conduct a high volume of field inspections for the purpose of detecting and correcting general property and zoning ordinance violations.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others		X			Sitting			X	
Reading			X		Works Alone			X		Standing		X		
Writing			X		Customer Contact			X		Walking			X	
Reasoning				X	Shift Work	X				Running	X			
Problem Solving			X		Extended Day	X				Lifting	X			
Attentiveness				X	Extreme Hot		X			Pushing/Pulling	X			
Work Supervision			X		Extreme Cold		X			Carrying			X	
Guidance Available		X			Extreme Noise	X				Bending at Waist		X		
Autonomy			X		Confined Area		X			Climbing	X			
Social Interaction			X		High Places	X				Repetitive hand motion				X
Supervising Other Employees	X				Work Indoors			X		Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards	X				Kneeling	X			
					Electrical Hazards	X				Driving			X	
					Explosive Material	X				Crouching		X		
					Chemicals (OSHA Def).		X			Crawling	X			
					Fumes		X			Use arm muscles over extended periods			X	
					Gases		X			Use leg muscles over extended periods			X	
					Other (pests, odors, junk)		X			Over shoulder height work	X			
										Stationary desk or bench work with neck bent forward			X	
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				X

**Demand Codes:**  
 Blank = Not Applicable or Not Present  
 VI = Very Infrequent, 1 to 2 times a week  
 O = Occasional, up to 1/3 of time  
 F = Frequent, 1/3 to 2/3 of time  
 C = Constant, more than 2/3 of time

**The number of times the following weights are *lifted*.**

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	Frequently	iPad in ruggedized case, cell phone, supplies, clipboard, etc.	Waist - shoulder/eye level
11 - 24	Infrequently	Lawn bags, debris, abated materials	Ground to waist level
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

**The number of times the following weights are *carried*.**

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	Frequently	iPad in ruggedized case, cell phone, supplies, clipboard, etc.	Several blocks
11 - 24	Very infrequent	Lawn bags, debris, abated materials	50 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			