

City of Redfield, Iowa

Compensation: \$500 per month

Position Type: Part-Time / Contract

Position Overview

The city of Redfield is seeking a reliable, self-motivated Code Enforcement Officer to support the community's health, safety, and appearance. This part-time role focuses on monitoring local properties for ordinance compliance, documenting violations, and coordinating the nuisance abatement process. The ideal candidate is organized, fair, and comfortable communicating with residents in a professional manner.

Primary Responsibilities

- **Property Reviews:** Conduct routine visual inspections of properties within city limits to identify potential ordinance violations.
- **Documentation:** Take clear, dated photographs of suspected violations and maintain accurate records of findings.
- **Nuisance Notifications:** Prepare and mail nuisance letters in accordance with city ordinances and established procedures.
- **Reporting:** Submit a written monthly report summarizing inspections, violations, actions taken, and outstanding cases.
- **Council Attendance:** Attend in-person City Council meetings every other month to provide updates, answer questions, and discuss ongoing enforcement matters.
- **Follow-Up:** Monitor compliance timelines, re-inspect properties as needed, and coordinate next steps when violations are not resolved.
- **Professional Conduct:** Interact respectfully with residents, uphold confidentiality, and represent the city with fairness and consistency.

Qualifications

- Strong attention to detail and ability to work independently
- Clear written and verbal communication skills
- Ability to take and organize digital photographs
- Basic computer skills for reports and correspondence
- Familiarity with municipal ordinances (training provided)
- Valid driver's license and reliable transportation

Work Conditions

- Outdoor inspections in varying weather conditions
- Flexible scheduling, with some tasks requiring timely follow-up
- Approximately X hours per month, depending on caseload