



JOB DESCRIPTION

Zoning and Code Enforcement Intern (Seasonal/Temporary)

Date:	March 1, 2018		
Position Title:	Zoning and Code Enforcement Intern		
Department/Division:	Community Development		
Grade:	B	Hourly Rate:	\$14.37 per hour
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Neighborhood Preservation Specialist		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

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 files for inspection, 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 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 criminal citations and litigation process.
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, cable television shows, on-camera interviews, etc.).
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 phone backup during breaks and lunches and other duties as assigned.
4. Assist in organizing and scanning land use case 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. Recent graduate or currently enrolled as a senior, or junior in an accredited college or university, with coursework emphasis in public administration, planning, community development, or a related field.
5. Good academic record.
6. Must possess a valid Minnesota driver's license and a good driving history.
7. Excellent written and oral communication skills.
8. Proficient at operating personal computer and Microsoft Office Suite, including Access, Word, Excel, Outlook, and PowerPoint.
9. Final candidate must satisfactorily complete a thorough criminal background and reference check process.

DESIRED QUALIFICATIONS:

1. Geographic Information Systems (GIS) mapping and data input experience.
2. Experience working with mobile devices such as an I-pad, smart phone, or online mapping system.

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 \$14.37 per hour. 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 or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432, (763) 572-3504. Applications must be received by 4:00 p.m., April 2, 2018.

March 2018

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 Officer
Department/Division: Community Development/Planning
Brief Description of the Job Performed: To assist in the administration and enforcement of state and local codes, including the city's Zoning Code and systematic code enforcement program to promote and maintain the safety, health, and well-being of the residents, businesses and properties within the City of Fridley.

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				
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					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				
					Fumes		X			Use arm muscles over extended periods	X			
					Gases		X			Use leg muscles over extended periods			X	
					Other					Over shoulder height work				
										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	0 to 12	Paper, file boxes, camera, laptop, light furniture, displays	0 to 36"
11 - 24			
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	0 to 12	Paper, file boxes, camera, laptop, light furniture, displays	10-100 ft.
11 - 24			
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			