

TOWN OF AUBURN

CODE ENFORCEMENT OFFICER

POSITION SUMMARY: The Town of Auburn is seeking a qualified and knowledgeable Code Enforcement Officer to uphold the ordinances and mining agreements on behalf of the Town of Auburn. The Town of Auburn Code Enforcement Officer will be responsible for interpreting ordinances and terms of mining agreements, responding to violations, resolving disputes, conducting inspections, maintaining records, and reporting to the Town of Auburn Board Members during monthly Board meetings or when requested. The Code Enforcement Officer will be responsible for performing skilled inspections and exercising considerable judgment when enforcing compliance. The Code Enforcement Officer will report directly to the Town of Auburn Chairman and will be responsible for maintaining constant communication with all Town of Auburn Board members at monthly Board meetings or special meetings.

ESSENTIAL JOB FUNCTIONS:

Reasonable Accommodations Statement
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To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.
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- Read, interpret, and enforce the ordinances and terms of mining agreements
- Receive, record, and respond to complaints from residents, business operators, contractors, and members of the general public
- Respond immediately to a complaint or violation when there is an immediate danger to the health, safety, and/or welfare of residents
- Investigate ordinance or mining agreement violations by conducting a field investigation
- Prepare and issue violation notices as necessary to the offending parties and outline or describe the steps for compliance
- Conduct follow up inspections to violation notices and prepare a report on the actions taken by offending parties to become compliant
- Report violations to the Board at the monthly meetings and report how violations have been handled and if the violations have been remedied
- Attend all necessary meetings to report all complaints and violations and present relevant information
- Issue citation if violation has not been remedied and the Town Board supports a citation

POSITION QUALIFICATIONS:

- High school diploma or the equivalent is required
- Knowledge of mining and/or inspection work
- Possess necessary MSHA certifications

- Must possess a valid Wisconsin drivers' license and dependable vehicle
- Must have flexible schedule
- Must be readily available for contact

ADDITIONAL QUALIFICATIONS: The Code Enforcement Officer is expected to maintain the highest standards of personal integrity and ethical conduct, be considerate toward the public, and maintain a professional demeanor. The Code Enforcement Officer must be able to communicate effectively with elected officials, mining operators, and the public. The Code Enforcement Officer must apply Township ordinances and mining agreements in an impartial manner and possess an ability to exercise considerable prudence when issuing violation notices. The successful applicant must be able to effectively manage time, be self-reliant, and be able to conduct necessary follow up.

WORKING CONDITIONS: The majority of the work will be performed in an outdoor environment that will include very hot and sub-zero temperatures, and in wet, humid, snowy, icy, and windy conditions. The normal working hours will vary week to week.

PHYSICAL DEMANDS (Moderate): The position requires a moderate amount of physical activity. The position may require standing and walking on uneven terrain or slippery surfaces, climbing stairs or ladders, climbing hillsides, fitting into tight spaces, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, repetitive motions, crawling, and lifting. This position requires standing for extended periods of time while conducting field inspections.

WORK SCHEDULE/WAGES:

Part-time/Flexible
\$ 20.00/hour

HOW TO APPLY

Resumes are due by June 9th, 2015. Please either mail or drop off a resume to Judy Misner, Town Clerk at 1811 State Highway 64, Bloomer, WI or send an email to townofauburn@bloomer.net

Prepared by: Louise Cody
Date: December 29, 2014