

# Town of Wilson

## POSITION INFORMATION

Title: Code Enforcement Officer

Reports to: The Town Board

Annual Salary/Wages: \$25 per hour

Job Status: Part-time on call (estimate 3-4 hours a week maximum)

Work Week: Maintain on call status to respond timely to incidents of town code violations and perform other related duties as assigned by the Town Board. Attend Town Board meetings on a regular basis as determined by the Town Board.

Vacation: N/A

Health and Dental Insurance: N/A

Retirement benefits: N/A

FLSA Status: Non-exempt

## PURPOSE OF POSITION

The primary purpose of the position is to enforce the Town of Wilson ordinances as designated by the Town Board.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce Town Ordinances as instructed by the Town Board.
- Investigate complaints and other incidents in a timely manner as directed by town supervisors, town office staff, Road/Maintenance Supervisor, or directly by town residents.
- Issue citations as necessary and attend court hearings when needed.
- Assist the Town of Wilson Fire Department and First Responder Unit when called upon for traffic control, when available.
- Work in conjunction with Sheboygan County Sheriff's Department to delineate ordinance enforcement and law enforcement calls and coordinate other duties of the position.
- Maintain an incident report, which shall include time, place, date, nature of call or business, violation if any, names of persons involved, witnesses and disposition.
- File a written monthly report with the Town Clerk, including an incident report for each call and action taken.
- Attend Town Board meetings on a regular schedule determined by the Town board.
- Report to the Town Clerk or Town Board, who shall advise the Town Attorney, of any action which may require prosecution or may result in court action, and cooperate with the Town Attorney to institute any legal action if required.
- Pursuit Policy: An Ordinance Enforcement Officer is not permitted to pursue.

## JOB KNOWLEDGE, ABILITIES AND REQUIREMENTS

- Able to respond timely to calls as determined by the town board.

- Well versed in the town ordinances.
- Adept at building relationships within the community.
- Able to exercise sound judgment and solve problems.
- Possesses strong oral and written communication skills.
- Demonstrates strong customer service skills.
- Welcomes accountability, possesses a high level of integrity, and seeks to have a positive influence on others.

#### PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing and walking
- Talking and hearing; use of the telephone
- Mobility: travel throughout the township; attending meetings; attending occasional court hearings

#### ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings

#### EQUIPMENT USED

- Tan or Kaki colored shirt with badge
- Flasher
- Radio for communication with Sheriff's Department, Fire Department and First Responders
- Hand-held directional flare
- Reflective vest
- Reflective jacket
- Animal restraining devise and cage
- Fire extinguisher
- First aid kit
- Ordinance Book, Warning Notices and Violation Citations.

#### EDUCATION AND EXPERIENCE

- Law enforcement experience a plus