



**Job Title:** Code Enforcement/Outreach and Building Permit Specialist

**Department:** Administrative

**Classification:** Exempt

**Position Summary:** This position is twofold and will develop a streamlined process for code enforcement across all areas of the Minturn Municipal Code. Teach community members about regulations, build public communication, and outreach strategies, and respond to citizen inquiries concerning regulatory compliance. Coordinate with internal departments for education and code enforcement needs related to all areas of the Minturn Municipal code. Issues citations and initiates follow-up compliance checks in the field as necessary, consistent with the organization's values and mission statement. Additionally, this position will perform the administrative duties related to building permit processing.

**Supervision Exercised and Received:** Position works under the general direction of the Town Manager.

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#### **Essential Job Functions:**

##### Customer Service

- Regularly interacts and builds relationships with community members, including residents, business owners, visitors and business managers. Provides information and answers questions from the public.
- Supports Administrative staff by providing second line customer service. Assists Minturn team on de-escalation and customer service procedures and standards.

##### Code Education and Outreach

- Educates business owners and managers, property owners and managers, community partners, and the public on code regulations; encourages and assists with compliance.
- Develops and provides resources to the community on best practices for code compliance.
- Works with Town Communications staff to design and implement communications strategies and tactics. Presents to community groups and meetings as needed to support education and communications initiatives.
- Responds to requests for information and assistance from property and business owners, members of the public, trade and development industry professionals, and other effected parties.

##### Code Process Development

- Develops a comprehensive, streamlined process for how the Town of Minturn conducts code education and enforcement, with support from the Town Attorney. Ensures consistency across cases and work areas and makes recommendations for changes and improvements to existing procedures.
- Supports the implementation of the developed process, including tracking and analyzing outcomes and making improvements to the process.
- Identifies areas of cross-training where applicable.

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### Code Enforcement

- Serves as the Town's primary authority on code enforcement with extensive knowledge of the Minturn Municipal code. Is the staff lead on initiation and completion of enforcement actions.
- Enforces certain codes related to parking, snow removal and sidewalks, refuse containers, outdoor watering, business signage, zoning and land use code compliance, downtown and commercial core enforcement issues, and other relevant codes and regulations as assigned. Enforcement work will vary as workload changes and as needed for departmental support.
- Conducts site visits and field work, including routine community patrols to identify code violations. May include site visits in early morning and evening hours to observe conditions during non-daylight and outside of normal business hours.
- Develops, acquires, and maintains all equipment, documents, tracking methods and other relevant code enforcement tools.
- May be asked to testify on the Town's behalf in Municipal Court in response to enforcement action.

### Building Permit Processing and Enforcement

- Accepts building permit applications ensuring completeness and liaising with the contracted Building Code Official.
- Works with the Planning Department to ensure Design Review Board and Chapter 16 compliance.
- Works with the Town Engineer on matters such as site grading if a building permit requires.
- Works with the Town Clerk/Treasurer to ensure proper building permit and water fees are assessed.
- Serves as central party for communications between Town Engineer, Building Code Official, Planning Department, Treasurer, and applicants as applicable.
- Regularly provides updates to Eagle County Assessor's Office regarding building permit issuance, valuation of the permit, and address.
- Participates in site visits as needed.

### Town Organizational Values

- Supports and models the Town of Minturn's organizational values: Service, Partnership, Stewardship, and Innovation. Organizational values are shared principles that guide behavior across the organization. This position is responsible for upholding and applying these values while performing daily work functions.

Other duties as assigned. These may include drafting Zoning policies and Standard Operating procedures and maintaining GIS layers.

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**Core Competencies** Displays the following key competencies in the overall job performance to include knowledge, skills, and abilities:

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- **Service:** Provides service with excellence, humility, integrity, and respect in daily work, builds trust by listening, treats people with respect, acknowledges opportunities for improvement, and follows through with commitments.
- **Partnership:** Actively creates strong, supportive internal and external relationships to attain a common goal and achieve greater impact together.
- **Stewardship:** Balances social, environmental, and financial responsibilities, evaluating the impact of decision making on a thriving future for all.
- **Innovation:** Develops technical expertise to pursue new ideas and creative outcomes, grounded in Minturn's unique culture, opportunities, and challenges.
- **Communication:** Knowledge of effective and appropriate communication. Ability to use knowledge effectively in various contexts which may require oral, written, visual and non-verbal communication.
- **Interpersonal:** Works to develop strength in interpersonal skills. Has the ability to work well with diverse groups of people, both inside and outside the organization. Is respectful, tactful, diplomatic, service-oriented, and kind.
- **Technology:** Demonstrates technology skills sufficient for the nature and level of position. Demonstrates a willingness to learn new technologies and transition job duties accordingly to support technological advances and innovation.
- **Construction Management:** Knowledge of architectural and construction industry terminology; Can read and accurately evaluate architectural plans for compliance with the Town's Land Use Code and site-specific land use approvals.
- **Project Management:** Ability to work independently, establish priorities, and meet deadlines. Maintains a high level of organization and orderliness.

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#### **Minimum Requirements:**

Education: High school diploma required. Associate degree in planning, construction management, architecture, or related field preferred.

Experience: Two years of progressively responsible professional experience in code enforcement, outreach and education, building permit processing or related field.

Technical Knowledge: Must be proficient with Microsoft Word, Excel, and Outlook (Email). Must have a basic understanding of computers and online computer-based technology applications, which includes accessing web-based platforms. Experience with ArcGIS, and Laserfiche preferred.

Licenses & Certifications: Must possess a valid Colorado Driver's License or be able to obtain one within 30 days of start date. Certification with Colorado Association of Code Enforcement Officials, or equivalent, is required within one (1) year of beginning employment.

Desirable Qualifications: Land Use Planning education and/or experience. Experience implementing municipal land use codes.



NOTE: Any combination of experience and education that would likely provide the required abilities, knowledge, and skills as determined by the Town of Minturn may be substituted for the requirements above.

NOTE: This position requires a Criminal Background Check upon hire. Employment is contingent upon successful completion of a Criminal Background Check.

**Position Type and Work Hours:**

- Regular full time, hours may vary with workload and seasonality.
- Evening meetings may be required in addition to or instead of normal hours.

**Work Environment:**

- **Indoors:** Office environment.
- **Outdoors/Off-Site:** Performs site visits to construction sites, attends meetings, and conferences. Some exposure to noise, fumes, and temperature changes.

**Physical Demands:**

Visual Acuity: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or position oneself to move an object from one level to another.

Carrying: transporting or moving an object.

Crouching: Bending body downward and forward by bending leg and spine.

Climbing: Ascending or descending stationary objects.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Gripping/Grasping: Ability to apply pressure with fingers and palm.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Bending legs at knees to come to rest on knee or knees

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pushing/Pulling: Ability to use upper extremities to exert force in order to press, draw, drag or haul objects in a sustained motion.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Ability to sustain position for a period of time.

Stooping: Bending body downward and forward by bending spine at the waist.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move to traverse from one location to another.



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is designed to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties and responsibilities may change at any time with or without notice.

The Town of Minturn is an Equal Opportunity Employer.