

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JUNE 24, 2019; 4:00 PM

CITY HALL, 226 W 4TH ST, COUNCIL CHAMBERS

- I. Call to Order
- II. Approval of today's Agenda
- III. New Business
 - A. Code Enforcement Officer I Job Description Update
- IV. Old Business
- V. Adjournment
- VI. Next Meeting Date:
 - A. July 10, 2019 at 9:00 AM

City of Davenport
Civil Service Commission

Department: Human Resources
Contact Info: Mallory Merritt (563) 326-7792

Date
6/24/2019

Subject:
Code Enforcement Officer I Job Description Update

Recommendation:
Approve the motion.

ATTACHMENTS:

Type	Description
▣ Backup Material	Proposed Job Description Update

REVIEWERS:

Department	Reviewer	Action	Date
Human Resources	Merritt, Mallory	Approved	6/21/2019 - 10:00 AM



CITY OF DAVENPORT
Department of Human Resources
226 W 4th Street,
Davenport, IA 52801

<http://www.cityofdavenportiowa.com/hr>

**INVITES APPLICATIONS FOR THE POSITION OF:
Code Enforcement Officer I**

An Equal Opportunity Employer

SALARY

\$17.31 - \$22.35 Hourly \$1,384.49 - \$1,788.12 Biweekly \$35,996.69 - \$46,491.12
Annually

[New rate of pay: Hourly Rate \(\\$18.75-\\$24.24\) and Annual Rate \(\\$39,006-\\$50,414\)](#)

THE POSITION

Under general supervision, performs work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to parking, environmental codes, zoning, solid waste, signs, and related code enforcement regulations. This position will not be a standard shift, [and the schedule will be assigned at the time of hire but will not include a twenty-four hour operational shift. Days will be Monday-Sunday, hours will be 10 AM-8 PM.](#) There will be alternate shifts to include several Sundays for special downtown events [or other duties as required](#), [and the](#) employee will be advised pursuant to the union contract.

EXAMPLES OF DUTIES

- Performs a variety of inspection, and enforcement duties in relation to parking, environmental codes (debris), and temporary signs.
- Ascertains and gathers facts related to applicable ordinances and regulations and determines proper action to be taken.
- Issues citations on misdemeanors and code infractions listed above.
- Prepares reports and correspondence for review and approval by supervisor.
- Responsible for City's parking garage pay stations, cleanliness and enforcement. This includes, but is not limited to; verifying operability of parking pay stations, emptying and delivering cash collection, ticketing vehicles unpaid in parking ramps, walking ramps to ensure cleanliness and operability of lights and equipment. Responsible for Temporary No Parking for special events. Responsible for after-hours nuisance calls pertaining to debris and residential parking monitoring.
- [Other municipal enforcement and compliance duties including enforcing and ensuring compliance with local animal control ordinances such as responding to stray animal calls and investigating complaints, transporting animals, issues citations when necessary, etc.](#)

QUALIFICATIONS

- High School Diploma or GED equivalent and two years' experience in progressively responsible customer service or enforcement work.

- Must possess and maintain throughout duration of employment a valid driver's license.
- Be available to work a varied work schedule including some evenings and weekends.
- Ability to pass a criminal background check.
- Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).
- [Employee is strongly encouraged to receive pre-exposure rabies vaccinations](#)

KNOWLEDGE AND SKILLS Considerable Knowledge of:

- Principles and practices related to parking, environmental and health conditions.

Good Knowledge of:

- Geography of the City.
- Computer programs related to data entry, reporting, and text.

Considerable Skill in:

- Interpreting and enforcing regulations with firmness, tact, and impartiality.
- Recognizing unsafe conditions in property maintenance, and recognizing health hazards and other code violations.
- Oral, written and electronic communications.

Working Skill in:

- Maintaining written and electronic records and preparing reports.
- Computer entry.
- Assigning, inspecting and checking work of department employees.

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