



**CITY OF CRETE**  
**CODE ENFORCEMENT OFFICER**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Police Lieutenant

**Supervisory Responsibilities:** None

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**I. GENERAL FUNCTIONS**

Under the direction of the Police Lieutenant or other assigned department director or manager, this position performs a wide variety of duties involved in the investigation of potential violation and the enforcement of municipal codes, ensure animal control, ordinances and regulations including building and zoning codes. This position performs office and field work involving the inspection, investigation, and enforcement of applicable codes and ordinances pertaining to nuisances, zoning, parking, and related quality of life and public safety issues. This position also provides customer service to residents, businesses, and other complainants in resolving concerns and complaints.

**II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Monitor, identify and investigate city code violations on private and public property and initiate plan for resolution.
2. Receive and respond to reported code violations, initiate plans for resolution, and coordinate with other city departments as needed.
3. Issue warnings, orders, and citations for violations of city ordinances and follow up to educate and guide compliance.
4. Provide tactful, courteous, and impartial service while enforcing relevant code.
5. Locate, capture, and transport animals running at large to the Crete Veterinary Clinic, and work with the clinic and Capital Humane Society to arrange transfer of unclaimed animals.
6. Conduct research for, complete and maintain case documentation.
7. Assist in preparation of cases for review by the police lieutenant and city attorney.
8. Present evidence and testimony in legal and/or administrative proceedings (nuisance hearings, trials, etc.).
9. Assist police officers with directing traffic, searching for lost children, and other less-hazardous officer duties as needed.
10. Assist with various administrative duties such as transporting mail, directing phone calls, and assisting police department visitors.
11. Actively participate in community engagement activities.
12. Attend department and city meetings as needed.
13. Other duties as assigned.

### **III. KNOWLEDGE, SKILLS, ABILITIES**

1. Knowledge of Crete's streets, business names and residential areas.
2. Knowledge of City ordinances.
3. Knowledge of traffic laws.
4. Knowledge of department procedure, rules and regulations.
5. Skill in operating communication equipment and relevant computer programs.
6. Skill in writing accurate records and reports.
7. Skill in understanding and applying relevant city ordinances.
8. Ability to work with people of all ages and backgrounds.
9. Ability to perform duties accurately under pressure.
10. Ability to work independently with minimal supervision.
11. Ability to demonstrate professional and personal integrity, and maintain effective relationships with city officials, coworkers, and the public.
12. Ability to use appropriate tools and equipment necessary for this position.
13. Ability to safely operate city vehicles, including cars and pickup trucks.

### **IV. DESIRABLE TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants demonstrating successful experience in similar positions.

### **V. MINIMUM QUALIFICATIONS**

1. Must be at least 19 years of age.
2. Possess a valid driver's license.
3. Possess a high school diploma or GED.
4. Must be legally authorized to work in the United States.

### **VI. NECESSARY SPECIAL REQUIREMENTS**

1. Must speak, read, and write fluently in English.
2. Reside within 30 minutes of the City of Crete.

### **VII. WORKING CONDITIONS & PHYSICAL EFFORT**

This position has a Heavy Work Classification for the essential functions of this position, including lifting animals and moving furniture. Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.

This position's work takes place both indoors and outdoors in a variety of weather conditions. Certain situations may contain distractions and/or physical dangers.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

## **VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the Code Enforcement Officer position and can perform the essential functions with or without accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: May 2025