



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 014-24

OPENING DATE: 04/04/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Code Compliance Officer
PAY GRADE: NE7 (\$25.00/hr. - \$33.75/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Police Sergeant
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Responsible for investigating and enforcing compliance of pueblo ordinances/laws in the areas of pueblo health, safety, residency, and welfare with the intent to make our neighborhoods safer for residents.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Investigates complaints of violation of pueblo ordinances/codes/laws; conduct follow-up investigations to ensure compliance with ordinances/codes/laws.
- Contacts owners and tenants via phone, letter, or in person to notify of reasons for property inspection, make arrangements for the inspection; and once inspection is completed identifies any correction actions to be taken by owner.
- Researches ownership, tenants, etc., draft and send notice of violations.
- Pursues corrective actions and abatement through letters, memos, and correspondence.
- Documents and maintains records of code enforcement activities.
- Provides information to violators and the general public regarding codes, laws, and ordinances.
- Testifies in court regarding violations.

- Supports the pueblo's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives.
- Ensures compliance with safety procedures.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- At least 18 years of age
- High School Diploma/GED.
- Three years of law enforcement, code enforcement, or other government regulation or compliance experience.
- Must be able to pass a physical examination.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of relevant pueblo laws, regulations and rules pertaining to the Pueblo of Isleta.
- Knowledge of current law enforcement/code compliance principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including all roads, highways, streets and locations.
- Knowledge of interviewing and interrogation techniques.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Skill in the safe and effective operation and maintenance of law enforcement/code compliance equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to drive government vehicle in all weather conditions.
- Ability to use personal protective tools.
- Ability to use records management system software and police radio.
- Ability to communicate effectively, both verbally and in writing.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
- Ability to quickly analyze data, draw logical conclusions and make sound decisions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.

- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

PHYSICAL DEMANDS:

- Walking, running, lifting and climbing; good reflexes of the arms and hands.
- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists will occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations will occur.
- Evening, weekend, and holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.