

**CITY OF LAKE GENEVA  
CODE ENFORCEMENT OFFICER**

**POSITION DESCRIPTION**

This position is to provide overall enforcement of the Municipal Code. The position is under the general guidance of the Building Inspector/Zoning Administrator.

**DUTIES AND RESPONSIBILITIES**

To assist the Building Inspector/Zoning Administrator with enforcement of property maintenance provisions of zoning and building codes, enforce sign code violations, enforce miscellaneous provisions of the Municipal Code, investigate complaints, issue correction orders and issue citations, provide testimony in court proceedings as necessary, and conduct other related activities as may be assigned by the Building Inspector.

**Essential Job Functions**

- Excellent oral and written communication skills.
- Competent use of a computer and software.
- Have some background in the construction industry.
- Experience in Code Enforcement.

*This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*