City of Waukee

Code Compliance Officer

SALARY	$33.23 - $43.73 Hourly	**LOCATION**	Community Development - 204 W Hickman Rd, Waukee, IA
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00043
DEPARTMENT	Community Development	**OPENING DATE**	10/29/2026
CLOSING DATE	11/17/2026 4:00 PM Central		

JOB PURPOSE

The City of Waukee is looking for a Code Compliance Officer to inspect rental properties and investigate zoning, housing and building code violations to enforce conformance to building, electrical, plumbing and mechanical codes, zoning laws and approved plans, local and state ordinances specifications and standards.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Investigates violations related to property maintenance and building codes and observes conditions during inspections issuing notices for corrections to persons responsible for conformance.
- Obtains evidence and prepares report concerning violations which have not been corrected.
- Keeps inspection records and accompanying documentation for all permits and prepares reports for use by administrative or judicial authorities.
- Develops procedures and methods and provides input on forms and materials used in daily operations.
- Interprets legal requirements and recommends compliance options, materials and procedures to developers, contractors, craft-workers and owners.
- Listens to and answers inquiries regarding permits, building code requirement and questions from general public, contractors, architects and engineers; researches answers when necessary and issues verbal and/or written statements in response.
- Attends Board of Adjustments and Board of Appeals meetings as well as other meetings as needed.
- Drafts and prepares ordinance language for review and/or rewrite on related topics suggesting changes to provide updated ordinances and codes.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Identify the important dimensions of a problem, determine potential causes, obtain relevant information and identify alternate solutions that result in effectiveness.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Use an unconventional approach to challenges and opportunities.
- Display strong analytical and exceptional communication skills.

- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- React to a work environment that will change day to day requiring quick departure, and reorganization of one's schedule.
- Work efficiently and safely with little direct supervision.
- Create and participate in a team environment.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS

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- High School diploma or GED required.
- ICC Property Maintenance and Housing Inspector certification or ability to obtain within one year of employment.
- Minimum of 2 years successful experience in general contracting or construction.
- Able to read, analyze, and interpret detailed blue prints, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Knowledge of the general provisions of the uniform codes and state, federal and local laws.
- Ability to read and interpret building plans and detect deviations from controlling requirements.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to climb different types of ladders and stairs.
- Able to climb, balance, stoop, kneel, crouch and crawl on construction sites.
- Able to lift, carry, push and pull up to 50 pounds occasionally.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Able to sit for long periods of time and to maintain focus on project such as computer screen or detailed paperwork.
- Must be able to effectively communicate orally (in person and over the telephone and in writing using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- Employee will be exposed to moving mechanical parts, high and precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment fluctuates from moderate to very loud.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours will be Monday-Friday 8:00 AM- 5:00 PM with additional evening hours as required.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee Community Development Department.
- There is no residency requirement for this position.