



Santa Fe County
Code Enforcement Team Leader

SALARY	\$25.95 - \$33.75 Hourly \$53,976.00 - \$70,200.00 Annually	LOCATION	Santa Fe, NM
JOB TYPE	Full-Time	JOB NUMBER	202400311
DEPARTMENT	Growth Management Department	DIVISION	Building & Development
OPENING DATE	12/05/2024	CLOSING DATE	1/15/2025 5:00 PM Mountain
FLSA	Non-Exempt	BARGAINING UNIT	NON-UNION
DEPARTMENT CONTACT INFORMATION	Ashley Lopez (505) 995-2787	UNION ELIGIBILITY	Position is not covered by any Collective Bargaining Agreement in Santa Fe County
BUDGET AMOUNT	\$24.15		

Primary Purpose

** Position is budgeted at \$24.15 hourly commensurate with related education and experience.

Performs enforcement of the Santa Fe County Sustainable Land Development Code, other County ordinances and miscellaneous codes under the auspices of the Land Use Department. Reviews plats, blueprints, development permits, and documentation research for presentation before Magistrate/District courts.

Essential Job Functions

- This is a senior level position that works independently to act as an enforcement officer and advisor to other Code Enforcement Officers of the Santa Fe County Sustainable Land Development Code and other County Ordinances, and notifies alleged violators of violations.
- May supervise Code Enforcement and Code Enforcement Senior positions and assists in evaluations, make recommendations on hiring and disciplinary actions.
- Creates procedures and ensures compliance of the procedures for all types of code enforcement cases including but not limited to code violations, nuisance ordinance violations, living wage violations.
- Reviews permit applications for compliance with the Sustainable Land Development Code; conducts investigations of sites and properties for zoning compliance; inspects new development sites for code compliance; collects evidence for case files; inspects roads, proposed remodeling and addition plans, terrain and flood plains for code compliance.
- Issues notices of violations; issues citations for violation of the Sustainable Land Development Code and other County ordinances; verifies third party complaints and checks conformance to the Sustainable Land Development Code, other County ordinances, and state statutes; reviews maps, plats, and blueprints for code compliance; enters

and updates case files into computer system; prepares and types case reports; presents documentation via court process; maintains daily log of activities and assists with special projects for statistical purposes.

- Works with property owners and neighbors to resolve violations/complaints, which may include taking cases through a court process.
- Represents the County in court hearings.
- Trains new employees in reviews, field inspections and court processes.
- Provides excellent customer service by responding promptly to requests in person or in writing, and by demonstrating professional courtesy to internal and external customers. Assists property owners in understanding ordinance requirements and provides clear and concise direction.
- Conducts site inspections for all permit applications submitted to check for SLDC and other Ordinance violations on the property and road/access conditions.
- Conduct inspections related to the Nuisance Ordinance, assess structures for processing under this Ordinance and processes these violations through Nuisance Hearing Officer and BCC hearings and to Magistrate and District Court. Is responsible to identify when a contractor is required to inspect due to risk to employees.
- Identifies, procures and manages required contracts under the Nuisance Ordinance.
- Present code enforcement issues and cases to Magistrate and District court, the Nuisance Hearing Officer and BCC, as needed.
- Coordinates Code Enforcement violations and inspections with the Sherriff's Office and the Legal Department.
- Investigates complaints about violations of the Living Wage Ordinance including review of business size, pay to employees, explaining the requirements of the Ordinance to businesses and taking non-compliant businesses to Court.
- Inspection of Properties to ensure compliance with permit approval including inspection of residential and non-residential structures to ensure installation of water harvesting cisterns per approved plans
- Required to speak at Public meetings and Hearings on issues related to Code Enforcement.
- Conduct initial inspections related to the Nuisance Ordinance, assess structures for processing under this Ordinance
- Assist in processing court documentations relating to the Nuisance Ordinance
- This position will need to complete all risk and safety trainings offered by risk and HR Department.

Knowledge and Skills

- Working knowledge of the Sustainable Land Development Code and related ordinances; and of the principals and practices of County planning and pertinent research methods.
- Skill in training assigned personnel.
- Ability to interpret ordinance enforcement codes, regulations and laws, and to recognize code violations.
- Ability to read and interpret maps, plats, site plans, and blueprints; to use mapping tools.
- Ability to operate various word-processing, spreadsheet, database, and other software programs.
- Ability to prepare accurate, complete and legible reports and to present detailed, accurate, and objective oral presentations and responses to questions.
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- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, other private and public agencies, and the general public.

Minimum Qualifications

- Associate's degree in criminal justice or related field plus three (3) years of experience in public service as it relates to code enforcement, code interpretation and compliance, construction, development project management, engineering or surveying or a related field. Related experience and education may be substituted for each other at a rate of 30 semester hours equal to one (1) year of experience.

Supplemental Information

Working Conditions:

Work is performed generally in an office environment and outdoors in varied weather conditions with exposure to dust, fumes, airborne particles and/or allergens. Work involves high risk or potentially dangerous situations, exposure to hazardous materials, excessive noise, hostile individuals, and work near hazardous/moving equipment or machinery. Work requires the use of protective clothing, equipment, devices or materials. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle or feel; reach with hands or arms; climb or balance; and talk or hear. Ability to lift up to 100 lbs. Clarity of vision at long distance and short distance is required. Occasional evening work and overnight travel are required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a County paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties. Candidate must obtain and/or maintain all certifications required.

Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.

Agency

Santa Fe County

Address

102 Grant Avenue

Santa Fe, New Mexico, 87501

Phone

(505) 992-9880

Website

https://www.santafecountynm.gov/human_resources

Code Enforcement Team Leader Supplemental Questionnaire***QUESTION 1**

Do you have a valid driver's license?

- Yes
- No

***QUESTION 2**

How many years of professional experience do you have in public service as it relates to code enforcement, code interpretation and compliance, construction, development project management, engineering or surveying or a related field?

- None
- 1 year of experience.
- 2 years of experience.
- 3 years of experience.
- 4 years of experience.
- 5 or more years of experience.

***QUESTION 3**

Which statement below best describes the highest level of education you have completed in Criminal Justice or a related field?

- High school graduate, diploma or the equivalent (GED)
- Some College
- Associate's degree
- Bachelor's degree
- Master's degree
- Juris Doctorate

* Required Question