



719-256-4313 (Office)

719-429-8298 (Direct)

719-256-4742 (Fax)

Job Title: Code Enforcement Officer

Location: Town of Crestone, CO

Supervised by: Town Administrator

Position Summary:

The Town of Crestone is seeking a dedicated and professional Code Enforcement Officer to enforce various local ordinances, ensuring public safety, health, and compliance within the community. This position will involve investigating complaints, issuing citations, conducting inspections, and attending town events to ensure that town ordinances are followed. The ideal candidate will have strong communication skills, the ability to work independently, and a commitment to professionalism and ethics.

Essential Duties and Responsibilities:

- Enforce ordinances related to public nuisances and health and safety matters.
- Investigate and address complaints from residents, community members, staff, Town Commissions, and the Board of Trustees.
- Issue warnings and citations to violators as appropriate.
- Conduct on-site inspections to document violations and maintain records.
- Track the status of complaints and violations, and appear in Municipal Court as required.
- Attend sanctioned Town events, including Saturday Market, to ensure order, safety, and compliance with Town ordinances.

Required Knowledge, Skills, and Abilities:

- Strong written and verbal communication skills.
- Ability to learn, interpret, and enforce ordinances and regulations.
- Ability to enforce laws and ordinances with firmness, tact, and impartiality.
- Quick and effective decision-making under pressure.
- Ability to work well in stressful situations and maintain a calm demeanor.
- Strong interpersonal skills with the ability to engage effectively with diverse groups of people.
- Professionalism, ethics, integrity, and confidentiality.

Required Education, Training, and Experience:

- High school diploma or GED required.
- At least two years of experience in law enforcement, ordinance enforcement, or a related field involving public interaction.
- Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to effectively interact with the public in a compliance-oriented environment.

Application Instructions:

Applications are available at Town Hall during normal business hours or online at

www.townofcrestone.gov.

The Town of Crestone is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workforce and consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.

All employment decisions, including hiring, promotion, compensation, and termination, are made without discrimination and are based on the qualifications, skills, and experience of the individual. The Town of Crestone encourages individuals from all backgrounds to apply.