



BINGHAM COUNTY

Is Recruiting for the Position of

CODE ENFORCEMENT OFFICER PLANNING & DEVELOPMENT SERVICES August 20th 2025

Salary Range: Starts at \$18.89- \$20.62/ hour – DOQ/DOE

Part-time – 19 hours/week

No County Benefits Included

Closing Date: Open Until Filled

Pay Grade: N16

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to ensure compliance with state and local codes and ordinances related to planning, development, and building regulations. The position performs code compliance and enforcement duties, including outreach and education to the public. The job requires effective customer service and communication skills to respond to complaints, explain regulations, and promote compliance, often in challenging or hostile situations. The work is performed under the direct supervision of the Planning and Development Director. The principal duties of this class are performed in a general office and will include regular field work and site visits. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Provides outstanding customer service to all customers at all times.
- Creates and distributes educational materials regarding zoning, building, and other county land use regulations to increase public awareness and compliance.
- Performs site inspections and investigates complaints of possible violations of zoning or building codes or other land use regulations, including but not limited to approved subdivisions, zoning permits, plans, standards, specifications, or special/conditional use permits.
- Performs investigations for possible violations: photographs evidence; contacts responsible persons, landlords, or tenants, and performs follow-up investigations to ensure that remedial action has been taken.
- Creates and maintains records of activities, observations, research, and violations related to inspections and investigations. Documents include inspections, correspondence, reports, findings, enforcement actions, quality assurance records, and related materials.
- Conducts tracking of zoning and special/conditional use permits to ensure compliance with applicable standards, conditions, and timelines.

- Works with property owners and other third parties in an effort to gain compliance.
- Deals effectively, courteously, and productively with angry and upset customers.
- Maintains confidentiality with sensitive information.
- Administers preliminary sanctions, following policies and procedures outlined in the codes and ordinances.
- Issues stop work orders, correction notices, or approvals, as required.
- Works closely with the Director, Sheriff's Office and aid from legal counsel on the issuance of citations and criminal or civil legal proceedings in the event of continued non-compliance.
- Acts as a representative of the County by representing the County in community and official meetings with other County departments, organizations, and professional groups on code enforcement matters.
- Confers and coordinates with other public and private agencies and County departments on the investigation of violations.
- Provides witness testimony, evidence, and reports, as necessary, in court proceedings.
- Responds to public inquiries and public nuisance abatement complaints, and answers questions related to County code enforcement activities by researching, interpreting, and explaining policies and regulations; analyzes, recommends, and communicates appropriate solutions to problems; and addresses customer complaints and schedules site visits.
- Assists with changes to the Comprehensive Plan and zoning, and building regulations to address issues related to code enforcement compliance and to maintain compliance with state legislation, particularly the Local Land Use Planning Act.
- Maintains integrity of work by taking responsibility and accountability for completion of work, customer interactions, and by maintaining punctuality and attendance at work.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Competency Requirements

Knowledge of:

- County, state, and other applicable nuisance, zoning, building code, subdivision, rural addressing, and related codes and ordinances.
- Public relations and education, communication, and customer service principles, techniques, and objectives.
- Investigative methods, techniques, and objectives, including documentation and record-keeping.
- Mitigation and enforcement methods and techniques, including notification, voluntary compliance, administrative hearings, and legal proceedings.
- Conflict resolution methods.
- Research methods and techniques.
- Zoning ordinance development and enforcement.

Skills and Abilities:

- Knowledge of GIS/ArcGIS Pro and permit tracking software.
- Knowledge of Local Land Use Planning Act and related legislation of the State of Idaho is desirable.
- Knowledge of Microsoft Office programs, including Word, Outlook, Excel, and Publisher.
- Knowledge of principles and practices of basic office management and organization.
- Skills in public speaking.
- Ability to compile data and information for reports and correspondence.
- Ability to work under own initiative and utilize independent judgment.
- Ability to gather and analyze data, conclude, and develop a plan of action to solve problems.

- Ability to work effectively with co-workers, department directors, elected officials, and the general public.
- Ability to develop, implement, and interpret regulations, policies, and procedures through preparing and presenting clear, concise reports both orally and in writing.
- Follow written and oral instructions;
- Tactfully explain guidelines, regulations, and policies;
- Impartially but firmly enforce codes, ordinances, and regulations;
- Prepare written reports and documents and maintain comprehensive records and files, including under pressure of legal and time-sensitive deadlines;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Two (2) years of experience in code enforcement, law enforcement, or a related field is required; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees by telephone and two-way radio;
- Sufficient visual acuity, which permits the employee to comprehend written work instructions, prepare, review, and interpret a variety of written documents, maps, and specifications;
- Sufficient manual dexterity, which permits the employee to operate computer and office equipment, a variety of audio and video recording equipment, and operate a motor vehicle;
- Sufficient strength to lift and carry objects up to 25 pounds regularly and occasionally lift or move objects up to 75 pounds;
- Sufficient personal mobility, strength, flexibility, and physical reflexes, which permits the employee to sit and stand for long periods of time; and work in an office and field environment.
- Jobs in this class require, lifting or moving up to 25 pounds frequently and up to 75 pounds occasionally. The employee is regularly required to stand; sit; and walk over rough or uneven terrain while performing investigations. The employee is frequently required to use hands to operate manual and powered tools and audio, photographic, and video recording equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

Valid Idaho Driver's License

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.