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Code Enforcement Officer

JOB CODE	JOB FAMILY	PROFILE
JCP206	**Planning, Development & Protection**	**Code Enforcement Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**March 6, 2026**

The Code Enforcement Officer identifies problem areas that require enforcement of the Nuisance Abatement Ordinance and other related codes, including zoning, land use, building, health, and safety regulations. This position assists in developing effective community relations for code enforcement, works with residents and community groups to resolve nuisance property issues, and promotes the public health, safety, and welfare through education and outreach.

Job Description

DUTIES AND RESPONSIBILITIES

GENERAL

- Establishes and maintains liaison between Bernalillo County and the community; coordinates processes and procedures to address code violations.
- Processes complaints and conducts investigations in cooperation with County offices and other relevant agencies.
- Interacts with residents, the general public, and small business owners regarding code compliance.
- Develops community awareness and outreach programs; collaborates with staff, departments, and agencies to review permit applications and monitor progress.
- Investigates potential code violations in response to public complaints.

- Conducts field inspections of problem properties and determines appropriate enforcement actions to correct identified issues.
- Maintains accurate documentation and case files on investigations, inspections, enforcement actions, and other job-related activities; ensures detailed records to support code enforcement efforts.
- Assists residents in correcting code violations and recommends alternative resources to help achieve compliance.
- Addresses concerns of residents and business owners; provides technical guidance on code interpretations and standards.
- Notifies property owners of violations and required corrective actions within established timelines.
- Prepares evidence to support legal actions taken by the County and testify in hearings or court as needed.
- Reviews County policies and ordinances related to code enforcement and recommends revisions to better meet community needs.
- Attends community meetings and collaborates with law enforcement and residents; responds to inquiries about County code enforcement efforts.
- Conducts community needs assessments and assists in developing community distribution systems; provides mapping and graphic support for administrative and technical presentations.
- Prepares and issues stop-work and correction notices, advising of possible nuisance violations and timelines for compliance.
- Handles sensitive and confidential records, plans, or documents while maintaining confidentiality.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

TECHNICAL SERVICES

- Investigate and document stormwater quality concerns, including illicit discharges, in accordance with Stormwater Quality Ordinance and MS4 permit requirements.
- Conduct annual field screening of unincorporated areas of Bernalillo County to identify potential illicit discharges.
- Work with regulated businesses to support compliance with applicable stormwater permits and best management practices (BMPs).
- Perform inspections of post-construction stormwater facilities and green stormwater infrastructure (GSI) during and after construction.
- Investigate water waste complaints and monitor compliance with outdoor watering restrictions under the Water Conservation Ordinance.
- Review residential and commercial building permits for compliance with water conservation requirements.

- Review development activities and approved plans to ensure compliance with applicable County codes, technical standards, and permit conditions related to drainage, erosion, floodplain development, access, and rights-of-way.
- Coordinate compliance activities with County departments and external agencies as needed.
- Communicate inspection findings, compliance requirements, and corrective actions to developers, engineers, public officials, and the public.
- Coordinate notice of violation processes and wastewater system permitting compliance in accordance with the Wastewater System Ordinance.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

OPERATIONS AND MAINTENANCE

- Carry out compliance activities related to the Solid Waste Ordinance involving illegal dumping, trash, litter, and debris on vacant and privately owned land.
- Ensure property owners' compliance with maintenance requirements for setback areas adjoining the public right-of-way, including removal of weeds, vegetation, trash, litter, debris, sight-distance obstructions, trimming of private trees encroaching into the right-of-way, and addressing illegal dumping.
- Monitor and address maintenance issues within setback areas located in adjacent alleyways, including vegetation control, debris removal, sight-distance clearance, trimming of private trees within the right-of-way, and illegal dumping concerns.
- Oversee compliance related to the maintenance of privately owned culvert pipes and bar ditches adjacent to private property.
- Address and respond to unhoused camping activity occurring within storm drainage ponds and waterways in accordance with applicable regulations.
- Investigate and respond to claims or complaints involving illicit discharges originating from private properties.
- Conduct field inspections to assess alleged violations and respond to citizen complaints, documenting findings and determining appropriate follow-up actions.
- Coordinate and assist with the remediation of illegal dump sites and encampments, and support the Bernalillo County Sheriff's Office with recovery of abandoned vehicles in unincorporated areas by utilizing available resources and partner agencies.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Criminal Justice, or a related field.

- Two (2) years of work experience in communications, community service programs, contract or grant management, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Employee must be currently certified by International Code Council as Property Maintenance and Housing Inspector or be able to obtain certification within twelve (12) months of employment.

PREFERENCES

- Spanish speaking abilities preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor work may take place in temperature-controlled or non-temperature-controlled environments. Floors may be carpeted, tiled, or concrete and may be wet or dry.
- Outdoor work may be performed in various weather conditions and on surfaces that are wet, dry, even, or uneven. Surfaces may include concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs. Outdoor work may involve using stairs, ladders, or scaffolding.
- Employee may be exposed to fumes, odors, dust, mists, gases, or areas with poor ventilation while performing essential duties.
- Work hazards may include working at heights, near active construction sites, or on scaffolding. Employee may encounter unpleasant confrontations or unrestrained animals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled may include money, files, forms, reports, paperwork, and basic office supplies.
- A County vehicle may be used to perform duties as needed.