
Code Compliance Officer I(Job Id 1412)

Location: US:KS:Overland Park

Category: Planning/Community Development

Employment Type: Employee

Post Date: 06/01/2026

Salary: Negotiable USD

Description

The City of Overland Park has a full-time **Code Compliance Officer I** position available in the Planning & Development Services Department.

SUMMARY:

Inspects residential and nonresidential property and enforces compliance with municipal codes and ordinances related to zoning, public nuisances, property maintenance, public health and environment. Prepares and issues violation notices, notices to appear in Municipal Court, work orders for abatement action by the City, written reports, memos and correspondence. Participates in emergency operations, including snow removal, as required, and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Receives, investigates, and inspects alleged violations and enforces local codes, ordinances and state laws related to zoning, public nuisances, property maintenance, public health and environment. Inspects residential rental property for compliance with local ordinances.
- Prepares inspection reports, issues violation notices and takes appropriate action based on findings of inspection/investigation, recommends and assists with posting vacant property. Prepares and issues work orders for abatement action by the City.
- Issues Notice to Appear in Municipal Court. Compiles evidence, consults with Prosecutor's Office regarding legal action and prosecution of violators and may prepare prosecution summaries. Attends and testifies at arraignment and trial.
- Utilizes the City's various computer software applications used on a daily basis for entering daily inspections, scheduling re-inspections, adding complaints and managing pictures and correspondence.
- Inspects and issues permits to massage businesses.
- Meets with Homes Associations and other neighborhood groups when requested to speak on code enforcement and issues related to property maintenance.
- Assists with conducting solid waste vehicle inspections.
- Participates in the emergency management operations for the City, including snow removal, as required. Carries out and/or performs other duties as assigned.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- Must successfully pass a through background check, drug screen and physical exam.

REQUIREMENTS:

- Education equivalent to high school diploma required.
- Additional college-level courses in business correspondence and/or conflict resolution preferred.
- Employees hired after April 15, 2014 must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record.
- Must possess a valid have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record.

EXPERIENCE:

- The preferred candidate will have two years job-related work experience in code enforcement work of any kind or experience in construction, food safety or environmental health.

SKILLS:

- Analytical and research skills.
- Attention to detail.

- Basic math &accounting.
- Computer software skills to process and enter daily work.
- Facilitation.
- Must be able to communicate effectively with managers and supervisors, vendors and the general public.
- Project Management.
- Working knowledge of public sector administration.
- Public Speaking.
- Time Management.
- Good oral and written communication.
- Use of testing and sampling equipment to test chlorine and Ph levels in the pools.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to exhibit diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend policies and regulations.
- Ability to read and understand building plans and specifications.
- Ability to carry out assignments from written and oral instruction.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to operate and use a City radio.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to operate hand tools such as measuring wheel, screwdriver and crowbar.
- Ability to work in confined spaces.
- Hand and eye coordination adequate for computer/typewriter.
- Exposure to chemicals, insects, snakes, rodents, household pets, farm animals, noise, extreme temperatures (outdoor extremes and refrigeration units).
- Exposure to heights, vibrations, high voltage and loud noises.

SUPERVISORY RESPONSIBILITY (Direct &Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 8:00 a.m.-5:00 p.m., Mon.-Fri.

Salary Range: Grade C \$23.40 - \$26.04

Application Deadline: Open until filled

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Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V