

RESOLUTION NO. 2026-05

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF DELPHI, INDIANA APPROVING THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POSITION OF CODE ENFORCEMENT OFFICER

WHEREAS, the City of Delphi Board of Public Works and Safety (the "City of Delphi BOW") finds it necessary and appropriate to amend the job description of the Code Enforcement Officer to include additional duties related to zoning ordinance compliance and permit/planning review to support the increase in building permit applications; and

WHEREAS, the City of Delphi BOW has reviewed the proposed job description for the position of Code Enforcement Officer as attached as Exhibit A hereto and recommends that the Common Council for the City of Delphi approve said job description; and

WHEREAS, the Common Council finds that approval of the attached job description serves the best interests of the City of Delphi and promotes the efficient operation of the City's government.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Delphi, Indiana that:

Section 1. The Council hereby approves the job description for the position of Code Enforcement Officer as presented in Exhibit A.

Section 2. The approved job description shall become effective immediately upon adoption of this Resolution.

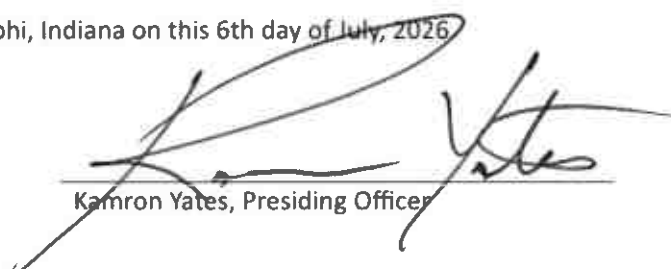
Section 3. The approved job description shall be used for hiring, performance management, and administration of the position of Code Enforcement Officer.

Section 4. This Resolution shall be in full force and effect after its adoption and approval by the Mayor.

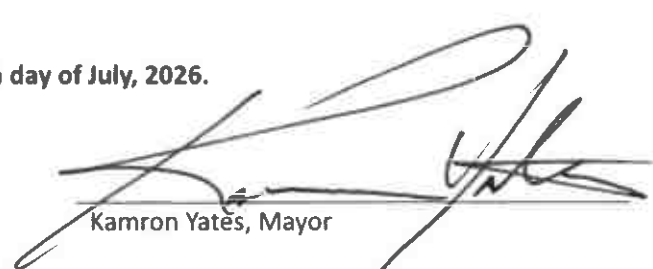
Adopted by the Common Council of the City of Delphi, Indiana on this 6th day of July, 2026

Passage by a Majority of the Common Council:


Attest: Julie Price, Clerk-Treasurer


Kamron Yates, Presiding Officer

(Approved) Vetoed by me, the Mayor, on this 6th day of July, 2026.


Kamron Yates, Mayor


Attest: Julie Price, Clerk-Treasurer

EXHIBIT A
Code Enforcement Officer
Job Description

Code Enforcement Officer

Job Summary

The purpose of this position is to perform a variety of duties involved in the investigation of potential violations and the enforcement of municipal codes, ordinances, and regulations. This position is also responsible for reviewing permit applications to ensure compliance with applicable zoning ordinances, regulations, and municipal requirements as well as assisting the public with permitting and zoning procedures and requirements.

Approximately 90% of the duties for this position will be allocated to municipal code enforcement and 10% will be allocated to zoning, planning, and permit review.

This is a full-time position, of 36-40 hours per week, with an hourly rate range of \$21.63 - \$22.28.

This position possesses the following benefit(s):

- Health insurance
- Vision and dental insurance
- Personal time off
- Vacation time
- Compensatory time off
- Civilian pension (PERF)

Job Details

This is a civilian position within the Delphi Police Department and is overseen by the Chief of Police. This position is vital to building relations between citizens, the business community, and town staff. This position will perform administrative and technical duties in support of maintaining the health and safety of the residents, and protect the appearance and value of our homes, businesses, and city. The Code Enforcement Officer will interact with the public, to explain and gain compliance with applicable codes and regulations.

Essential Functions:

- Investigate complaints of violation of City code, certain zoning ordinances, sign regulation and related laws; issue courtesy notices, notices of violation, citations, and correction notices to ensure compliance; conduct follow up investigations to ensure compliance with applicable codes and ordinances.
- Maintain files and records related to citations and violations; prepare a variety of

written reports, memoranda, and correspondence.

- Provide information to the general public, business community, internal departments and other agencies regarding codes, laws, and ordinances; respond to questions, complaints and inquiries. Represent the Delphi Police Department to various citizens/citizen groups, other departments, and agencies.
- Respond to complaints of abandoned vehicles; determine ownership of vehicle; tag and arrange for towing of vehicle if appropriate; complete necessary reports.
- Prepare documentation for submission to the City Attorney to file complaint for noncompliance; testify in court on behalf of the city.
- Attend city council/board of works meetings to supply a monthly report of statistics.
- Investigate complaints relating to unsafe structures and premises; prepare notices for the abatement of dangerous buildings; seek contractor bids to demolish unsafe structures; oversee on site work to code specifications.
- Perform related duties and responsibilities as assigned.
- Enforce parking ordinances within the business district of the city (2-hour parking, 30-minute parking, wrong direction, etc.).
- Assist with animal complaints, including dog bite and necessary reporting.
- Complete VIN checks, run traffic control for funerals or at times when needed for events, assist in organizing neighborhood watch groups for parks and trails with the Parks and Trails Liaison with the Delphi Police Department.
- Assist with the review and processing of City of Delphi permits, including but not limited to zoning, building, sign, and related municipal permits. Conduct zoning reviews to ensure proposed projects and developments comply with applicable zoning ordinances, land use, regulations, and municipal requirements. Provide information and guidance to residents, contractors, developers, and business owners regarding permitting procedures, zoning requirements, and code compliance.
- Any other functions assigned by the Chief of Police or designee.

Qualifications:

Professional Qualification Statement

Applicants must possess a working knowledge of municipal zoning regulations, permitting review processes, development standards, and applicable City ordinances. The successful candidate must be capable of reviewing permit applications, conducting zoning compliance reviews, interpreting

municipal regulations, and assisting the public with permitting and zoning procedures in a professional and customer-service-oriented manner.

Experience and Education

- High school diploma or GED equivalent.
- Previous experience with code enforcement, law enforcement, construction management, building inspection, or similar duties is preferred.
- Previous experience with zoning administration, permit review, land use regulations, planning, building inspection, municipal government operations, or related fields is preferred.

Computer Skills

- Basic skills in Microsoft Word, Excel, Outlook, PowerPoint.
- The ability to learn and understand a record management system (RMS).

Required Licenses and/or Certifications

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- The ability to obtain and licensing that the city deems appropriate for this position.

Knowledge

- General codes, ordinances, laws, and regulations.
- Safe and efficient work practices as they relate to code enforcement.
- Principles, practices, methods and techniques of code violation investigation and enforcement.
- General City services and municipal organizational structure as they relate to code enforcement.
- City codes, ordinances, laws, and regulations pertaining to code enforcement.
- Modern office procedures, methods, and computer equipment.
- Use of personal computers and basic software.
- Thorough knowledge of City zoning ordinances, permitting processes, land use regulations, development standards, and municipal review procedures.

Abilities

- Learn principles, practices, methods and techniques of code violation investigation and enforcement.
- Learn City codes, ordinances, laws and regulations pertaining to code enforcement.
- Learn, interpret and apply State and local policies, procedures, laws and regulations.
- Maintain up-to-date accurate records, logs and reports.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency in sometimes volatile situations.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner
- Make independent decisions involving sensitive situations.
- Review permit applications and zoning requests for compliance with applicable City ordinances, regulations, and policies.
- Interpret and apply zoning ordinances, land use regulations, permitting requirements, and municipal procedures in a consistent and professional manner.
- Effectively communicate permitting and zoning requirements to property owners, contractors, developers, business owners, and the public.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and appropriate software
- Work and act as a team player in all interactions with other City employees
- Provide a high level of professional service at all times
- Project and maintain a positive image with those contacted in the course of work
- Consistently provide quality service
- Maintain regular and dependable attendance

This position is subject to successful completion of a pre-employment reference check, a criminal background check, a drug test, and driving record.