



522 2nd Ave,
PO Box 367,
Hugo, Colorado
80821

TOWN OF HUGO, COLORADO JOB DESCRIPTION

Position Title: Part Time Code Enforcement Official

Department: Public Safety

FLSA: Non-Exempt

Classification: Part-Time

Reports To: Clerk Administrator or Designee

Supervises: None

Pay Rate: \$15.16 - \$20.00 per hour

Schedule: Maximum 20 hours per week

Position Summary

The Town of Hugo, Colorado is seeking a part-time Code Enforcement Official to serve as the Town's sole code enforcement authority. This position is responsible for enforcing municipal ordinances related to public health, safety, and welfare, including nuisance abatement, property maintenance, zoning compliance, parking, and limited animal control matters.

This position operates with a high level of independence and discretion and requires a law enforcement or comparable enforcement background, as well as working knowledge of municipal court procedures, including issuing summonses, preparing cases, and providing courtroom testimony. The Code Enforcement Official works closely with the Clerk Administrator, Court Clerk, Municipal Court, and Town staff, and serves as a visible and professional representative of the Town in the community.

Essential Duties and Responsibilities

Because this is a one-person department, duties include end-to-end management of code enforcement activities, including intake, investigation, compliance, enforcement, documentation, and court coordination.

Code Enforcement & Investigations

- Independently patrol the Town to identify violations of municipal ordinances, including but not limited to:
 - Nuisance conditions (weeds, trash, debris, junk)
 - Property maintenance and unsafe or dilapidated structures
 - Zoning and land use violations
 - Parking violations and abandoned or inoperable vehicles
 - Sign code violations
 - Water use restrictions
- Receive, evaluate, prioritize, and investigate citizen complaints.
- Conduct inspections; gather evidence through photographs, measurements, interviews, and written documentation.
- Issue warnings, notices of violation, orders to correct, administrative citations, and summonses in accordance with Town ordinances.
- Track compliance deadlines and conduct follow-up inspections.

Abatement Coordination

- Coordinate abatements when voluntary compliance is not achieved, including weed, trash, and vehicle abatements.
- Work with Clerk Administrator, contractors, or law enforcement to carry out abatements safely and legally.
- Ensure proper documentation for cost recovery and court proceedings.

Animal Control (Limited / As Assigned)

- Enforce basic animal control ordinances such as animals at large, nuisance animals, and humane treatment standards.

Court & Legal Responsibilities

- Prepare complete and accurate case files for Municipal Court, including reports, photographs, notices, and evidence logs.
- Issue summonses and coordinate service as required.
- Appear and testify in Municipal Court and, when necessary, County Court, representing the Town in a professional and credible manner.
- Maintain working knowledge of due process, evidentiary standards, and municipal court procedures applicable to code enforcement.

Administrative & Community Relations

- Maintain all code enforcement records, logs, and case tracking systems.
- Prepare written reports, affidavits, and correspondence.
- Serve as the primary point of contact for code enforcement inquiries.
- Educate property owners and residents on ordinance requirements and compliance options.
- Coordinate with the Town Clerk/Court Clerk regarding filings, scheduling, and case status.
- Work collaboratively with other Town departments despite limited staffing resources.

Safety & Equipment

- Safely operate a Town vehicle and assigned equipment.
- Use digital cameras, tablets, radios, and basic office software.
- Exercise sound judgment in potentially confrontational or hazardous situations, often without immediate backup.

Knowledge, Skills, and Abilities

- Knowledge of municipal code enforcement principles and practices.
- Law enforcement or enforcement-related investigative experience, including report writing and evidence handling.
- Working knowledge of municipal court processes, including summons issuance, case preparation, and courtroom testimony.
- Ability to interpret and apply municipal ordinances, state statutes, and Town policies.
- Ability to work independently, prioritize workload, and manage multiple cases simultaneously.
- Strong written and verbal communication skills.
- Ability to enforce ordinances fairly, consistently, and impartially in a small-town environment.
- Ability to maintain professionalism and discretion when dealing with neighbors, acquaintances, and local businesses.
- Proficiency with computers, digital evidence, and basic office software.

Education and Experience

- High school diploma or GED required.
- Prior law enforcement experience or comparable enforcement background required (e.g., police officer, deputy sheriff, code enforcement officer, animal control officer, military police).
- Experience preparing cases for court and providing sworn testimony required.
- Municipal or rural government experience preferred.
- Equivalent combinations of education and experience may be considered.

Licenses and Certifications

- Valid Colorado Driver's License with a satisfactory driving record.
- Ability to pass a background investigation.
- Ability to obtain and maintain any certifications required by the Town.

Working Conditions and Physical Requirements

- Work performed both indoors and outdoors in varying weather conditions typical of rural Colorado.
- Frequent walking, standing, bending, crouching, and climbing on uneven terrain.
- Ability to lift and carry up to 50 pounds.
- Exposure to dust, noise, animals, chemicals, and potentially unsafe or isolated environments.
- Evening, weekend, on-call, and court-related hours may be required.

Equal Opportunity Employer

The Town of Hugo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or protected veteran status.

Signature

I have reviewed this job description and understand the duties and expectations described herein.

Applicant Signature: _____ **Date:** _____