



Pueblo de San Ildefonso
Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

POSITION: Code Enforcement Officer
SALARY: DOE \$36,862.67 - \$55,817.22

LOCATION: Pueblo de San Ildefonso
REPORT TO: Natural Resources Director

Position Summary: The Code Enforcement Officer is responsible for enforcing property maintenance and nuisance codes within the boundaries of San de Ildefonso Pueblo. The role includes providing written reports and violation notices and assisting with research and education related to code violations and public safety concerns.

Duties and Responsibilities: The following duties are not intended to serve as a comprehensive list of all duties performed.

- Conduct field work and inspections of properties to identify property maintenance, nuisance, code violations, write up violations if found, and documents and take pictures of violation issues.
- Investigate complaints and proactively identify code enforcement issues.
- Respond to inquiries and complaints related to code violations and coordinate with property owners and tenants to resolve issues.
- Issue warnings, notices of violation, and citations as appropriate.
- Maintain accurate records and documentation of property visits, correspondence, and enforcement actions. Creates and maintains files and related records in manual and automated systems and assures proper retention and archiving.
- Prepare reports and present documentation to support code enforcement actions.
- Assist with preparing cases for court proceedings, including presenting evidence and providing testimony when required.
- Researches, prepares, and submits routine, recurring, and special reports to management, including quarterly reports; and makes council presentations as requested.
- Conduct follow-up inspections to ensure compliance and resolution of violations.
- Educate the community about local codes, ordinances, and public safety practices.
- Collaborate with other departments and agencies for comprehensive enforcement.
- Assist in maintaining and patrolling the use of Pueblo land for animal control and welfare.
- Enforces the Pueblo's Law and Order Ordinances.
- Performs miscellaneous job-related duties as assigned.

Department: Natural Resources
Date Created: 08/04/2025

Approved: John Gonzales Tribal Administrator, Katlyn Bohannon Natural Resources Director & Claudette Grinage Human Resources Manager

QUALIFICATION:

Education and Experience:

- High school diploma or GED required.
- Minimum of two (2) years of experience in a code enforcement role within a municipal or tribal jurisdiction, or an equivalent combination of education, training, and experience.

Required License or Certifications:

- Possession of a valid State License.
- Ability to obtain the ICC certification as a Property Maintenance and Housing Inspector.
- Ability to obtain an Animal Control certification.

Required Knowledge:

- Applicable codes, ordinances, and inspection standards.
- Procedures for evaluation and compliance enforcement.
- Documentation standards for record keeping and violation processing.
- Legal processes and public hearing procedures related to code enforcement.
- Principles of customer service and public communication.
- Office software and tools for reporting and case tracking.
- Basic understanding of building and zoning codes.
- Professional-level English writing, spelling, and grammar.

Required Skills:

- Utilizing computers and relevant software (example: Microsoft Office, case tracking systems, statistical databases, spreadsheets).
- Time management, organization, and ability to manage multiple priorities.
- Communicating clearly and effectively with the public, colleagues, and leadership.
- Investigating complaints and preparing comprehensive reports.
- Explaining code requirements and procedures effectively.
- Conducting field investigations and follow-up inspections.
- Maintain confidentiality and professionalism.
- Establishing and maintaining effective working relationships with staff, management, outside agencies, community groups, and the general public.
- Receiving and reviewing reports or allegations of code violations to determine administrative actions required.
- Scheduling site inspections and investigations in response to code violations or allegations.

Work Environment/ Physical Demands: Work is performed in both office and field settings. The Officer may be exposed to adverse weather, hazardous materials, infested properties, and other potential safety concerns during site visits. Use of PPE may be required during some investigations.

Additional Requirements:

- Valid New Mexico Driver's License
- Willingness and ability to travel locally, in-state, and out-of-state
- Must pass a full background check and drug screening