

RESOLUTION 010-2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE APPROVING THE JOB DESCRIPTION FOR THE POSITION OF CODE ENFORCEMENT OFFICER.

WHEREAS, the Board of Trustees recognizes the need for consistent enforcement of municipal ordinances to protect the health, safety, and welfare of the community; and

WHEREAS, the Code Enforcement Officer position will provide essential support by investigating complaints, conducting inspections, and ensuring compliance with Town ordinances; and

WHEREAS, the attached job description has been prepared and reviewed to outline the duties, responsibilities, and qualifications of the Code Enforcement Officer position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE, COLORADO:

Section 1. The Code Enforcement Officer job description is hereby approved and adopted as presented in Exhibit A attached hereto and incorporated herein by reference.

Section 2. This resolution shall take effect immediately upon adoption.

Adopted this 22 day of September, 2025, by the Board of Trustees of the Town of Crestone, Colorado.

Exhibit A: Job Description

Code Enforcement Officer

Location: Town of Crestone, CO

Supervised by: Town Administration

Position Summary

The Town of Crestone is seeking a dedicated and professional Code Enforcement Officer to enforce various local ordinances, ensuring public safety, health, and compliance within the community. This position will involve investigating complaints, issuing citations, conducting inspections, and attending town events to ensure that ordinances are followed.

Essential Duties and Responsibilities

- Enforce ordinances related to public nuisances and health and safety matters.
- Investigate and address complaints from residents, staff, Town Commissions, and the Board of Trustees.
- Issue warnings and citations to violators as appropriate.
- Conduct on-site inspections to document violations and maintain records.
- Track status of complaints and violations, and appear in Municipal Court as required.
- Attend sanctioned Town events, including Saturday Market, to ensure order, safety, and compliance with ordinances.

Required Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- Ability to learn, interpret, and enforce ordinances and regulations.
- Ability to enforce laws and ordinances with firmness, tact, and impartiality.
- Effective decision-making under pressure.
- Ability to work well in stressful situations and maintain a calm demeanor.
- Strong interpersonal skills for engaging diverse groups of people.
- Professionalism, ethics, integrity, and confidentiality.

Required Education, Training, and Experience

- High school diploma or GED required.
- At least two years of experience in law enforcement, ordinance enforcement, or related public interaction preferred.
- Equivalent combinations of education and experience may be considered.

Application Instructions

Applications are available at Town Hall during normal business hours or online at www.townofcrestone.gov.

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Arielle Blackwell

Arielle Blackwell
Town Clerk

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Benjamin Byer

Benjamin Byer
Mayor