

City of Lava Hot Springs

April 2026

FLSA Status: Non-Exempt

Position: Part-Time

CODE COMPLIANCE OFFICER

Application Period:

Apply between April 11 and April 25, 2026.

Applications are available online at:

<https://www.lavahotspingscity.com/> (Employment Application Form)

Submission Options:

Submit applications no later than April 25, 2026, at 2:00 p.m. by one of the following methods:

- In person at City Hall during office hours
- Drop box (blue box located on the east side of the building by the door)
- Email: lavacityhall@gmail.com
- Mail: PO Box 187, Lava Hot Springs, ID 83246

Position Description:

The Code Compliance Officer is responsible for administering, monitoring, and enforcing the City of Lava Hot Springs' ordinances, resolutions, and applicable codes in a fair, consistent, and professional manner. This position emphasizes education, communication, and voluntary compliance as the primary approach, while ensuring enforcement actions are taken when compliance cannot be achieved.

This position will be responsible for Business Licensing and Non-Property Tax (NPT) administration, ensuring continuity of operations and consistent interpretation of City ordinances related to those programs.

Compensation & Benefits:

\$18.00 – \$23.00 per hour (DOE)

Essential Duties and Responsibilities

Code Compliance & Enforcement

- Enforce City ordinances, resolutions, and applicable codes to ensure compliance.

- Conduct routine and complaint-based inspections of properties, businesses, and activities within city limits.
- Approach property owners, tenants, business operators, and members of the public in a respectful, professional, and educational manner.
- Explain applicable ordinances, reasons for non-compliance, corrective actions required, and compliance timelines.
- Encourage voluntary compliance whenever possible.
- Issue verbal warnings, written notices of violation, and compliance letters as required.
- Prepare and send follow-up and second-notice letters when initial compliance efforts are unsuccessful.
- Maintain accurate and complete documentation of inspections, contacts, notices, and enforcement actions.

Coordination & Administration

- Coordinate with the City Clerk, City Attorney, and other City departments to ensure consistent interpretation and enforcement of City ordinances.
- Work collaboratively with the City Clerk, acting as the Plan Review Coordinator, regarding compliance issues related to permits, land use, zoning, and approved development conditions.
- Respond to citizen inquiries and complaints in a timely and professional manner.
- Attend meetings, hearings, or court proceedings when required.
- Always maintain confidentiality and professionalism.

Business License & Non-Property Tax

- Assist with reviewing Business License and Non-Property Tax applications for ordinance compliance.
- Interpret and explain ordinance requirements related to Business Licensing and Non-Property Tax.
- Coordinate with the City Clerk on compliance issues involving licensing and non-property tax programs.
- Assist with compliance follow-up related to Business License and Non-Property Tax matters when necessary.

Approach to Enforcement

The City of Lava Hot Springs prioritizes education and cooperation before enforcement. The Code Compliance Officer is expected to educate individuals on ordinance requirements, encourage voluntary compliance, clearly communicate next steps if compliance is not achieved, and apply enforcement actions fairly and consistently when necessary.

Work Schedule Requirements

- This position is assigned to a swing shift schedule.
- Friday, Saturday, and Sunday work is mandatory.
- The start time of the swing shift is negotiable.
- This is a part-time position scheduled for up to 30 hours per week.

- Work hours may vary depending on enforcement activities, inspections, and community response requirements.

Required Knowledge, Skills, and Abilities

- Ability to interpret and apply municipal ordinances and regulations.
- Ability to understand and apply ordinances related to Business Licensing and Non-Property Tax.
- Strong verbal and written communication skills.
- Excellent interpersonal and conflict-resolution skills.
- Strong organizational and documentation skills.
- Ability to work independently while coordinating with City staff.
- Ability to exercise sound judgment and discretion.
- Basic computer skills.

Minimum Qualifications

- High school diploma or GED.
- Valid Idaho driver's license.
- Ability to pass a background check.
- Experience in municipal code enforcement, inspections, regulatory compliance, or related fields preferred.

Preferred Qualifications

- Prior municipal code enforcement experience.
- Familiarity with zoning, nuisance, property maintenance, business licensing, or tax compliance.
- Code enforcement certification or willingness to obtain training.

Physical & Work Environment

- Ability to conduct field inspections involving walking and standing.
- Ability to work outdoors in varied weather conditions.
- Ability to lift light to moderate materials.

Compensation

Compensation based on qualifications and experience. Benefits in accordance with City policy.

Equal Opportunity Employer

The City of Lava Hot Springs is an equal opportunity employer.