

Palisade Police Department

Chief Jesse Stanford

175 E 3rd Street
P.O. Box 128
Palisade, Co. 81526

970-464-5601 Phone
970-464-5347 Fax
www.townofpalisade.org



PART-TIME Code Compliance Officer –

May 1, 2025

Job Summary:

The Palisade Police Department is looking for a part-time Code Compliance Officer. This position is overseen by the Administrative Sergeant. Part Time is 20-30 hours a week, primarily weekdays with a standardized set schedule in spring and summer, and modified schedule in the fall and winter that best serves the needs of the community.

Primary Duties Include:

Respond to citizen complaints and reports from other agencies and departments on violations of Town zoning and development codes and assigned municipal codes; determine validity of complaints and begin correction process as needed.

Communicate with reporting parties and offenders in order to achieve voluntary compliance with Town codes; as necessary, issue notices of violations and notices of abatement; create and implement case management plans; conduct follow-up investigations to ensure compliance with appropriate codes and ordinances.

Conduct inspections of properties, signs and other relevant neighborhood areas to establish compliance or non-compliance with codes; determine status of violations; prepare necessary reports, photographs and documentation.

Prepare and serve court summonses to parties who need to appear in court due to Town code violations; document information for court appearance; appear and testify in court as necessary.

Prepare, maintain and update various forms, documents and reports in assigned databases and/or other software; track complaints and inspection details for follow-up documentation.

Perform other duties of a similar nature or level.

Who We Are:

The team at PPD serves the Town of Palisade with our motto of Community, Courage and Compassion. We pride ourselves on strong relationships with local citizens and positive engagements with visitors and tourists. Summer festival season is a busy time in the town, in addition to an award-winning farmer's market, parades, a tree lighting ceremony, trick-or-treat street and other festivities that highlight our year.

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What We Can Offer:

Pay for this position is \$19.00 - \$22.00 an hour.

Preferred skills for this position:

- Knowledge of building and zoning codes and regulations with knowledge of the Palisade Municipal Code.
- Knowledge of departmental policies and procedures.
- Knowledge of appropriate safety methods and techniques.
- Skilled in verbal, written and radio communication, including presentation skills.
- Skilled in operating standard office equipment, including computers and related software and cameras.
- Skilled in utilizing appropriate interpersonal skills when interacting with diverse populations and confrontational individuals.
- Ability to work independently.
- Ability to provide exceptional customer service to the public, regardless of ethnicity, gender, race or class.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

Instructions to Apply:

- Submit a current resume and work history.
- Include a cover letter that highlights your skills and explain why you are the ideal candidate.
- Complete a Town of Palisade general application.

The Town of Palisade job application is available on our website at palisade.colorado.gov/, under Forms – All Forms and Application – Employment heading – General Forms.

Submit completed packet either in-person to Palisade Police Department or by email to our Administrative Sergeant, ddranginis@townofpalisade.org.

Questions prior to applying are encouraged. Give us a call! 970-464-5601 Ext. 6208.