

Blue River Code Ambassador Job Description

Department: Hybrid Administration/Police Department

Work Location: Town Hall, 0110 Whispering Pines Circle, Blue River

FLSA Status: Non-exempt

Wage: \$25-\$30/hour DOE

General Statement of Duties:

- The Blue River Ambassador reports to the Town Manager.
- The Blue River Ambassador will also be under the supervision of the Chief of Police.
- Education on code enforcement techniques and conduct will be provided by the Blue River Police Department.
- Work schedule shall be conducted Monday-Friday, 9 a.m.-5 p.m. on a 40 hour a week basis. Work shall not exceed 40 hours without written approval from the Town Manager.
- Position will be responsible for code compliance for all short-term rentals, as well as general property compliance. In addition, the position will assist with lodging tax remittal tracking, road condition reporting, Goose Pasture Tarn enforcement, Town Park and Town Hall grounds maintenance.

- **Code Compliance**
 - Employee shall provide the Town Manager with a bi-weekly detailed report for Code Compliance activities including number of violations reported, violations found and any actions conducted. It should also be noted if tickets were issued or if violation was resolved.
 - Make recommendations pertaining to Code Compliance issues.
 - Check residency requirements/permits at the Goose Pasture Tarn.
 - Receive and respond to all code violation complaints.
 - Conduct periodic reviews of subdivisions noting any property violations
 - Issue violation warnings or tickets as necessary.
 - Keep detailed records of complaints with a follow-up schedule
 - Communicate with residents on status of complaints and actions taken.
 - Attend municipal court as needed for code violation citations.

- **Road Liaison**
 - Communicate any road issues or needs to Town Manager and contractors.
 - Identify maintenance or snow removal needs.
 - Identify signage needs or replacements.

- **Short-term Rental Compliance**
 - Receive and address all code complaints received for short-term rentals.
 - Track and evaluate online advertisements for compliance.
 - Assist the Town Manager with the tracking of tax remittals and reports.

- **Town Park & Town Hall Grounds Maintenance**
 - Complete monthly Town Park Inspections and remit to the Deputy Town Clerk.
 - Provide periodic weed and trash clean up of Town Park, Goose Pasture Tarn and Town Hall.

Vehicle Use

Employee will use the vehicle provided for use solely in connection with the performance of their duties hereunder. Under no circumstances should vehicle be used for personal use to and from their place of residence or for personal breaks or errands. Expenses incidental to the performance of this agreement shall be at the option of the Town.

Conduct of Employee

- Employee is expected to conduct themselves in a manner which is a favorable reflection of the Town and which demonstrates professionalism, courtesy and good judgment.
- Employee shall avoid any action which might result in, or create, the impression of, using public office for private gain, giving preferential treatment to any person, company, organization; or losing impartiality in conducting Town of Blue River business.
- Employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or other item of significant monetary value from any person who has, or is seeking to obtain, Town business or whose interests may be affected by the Employee's performance of official duties when the intent thereof is to influence the Employee's official decisions.
- Employee specifically agrees not to engage in activities which would be in violation of Section 18-8-301, et seq., Colorado Revised Statutes, and will immediately report to the mayor any attempts to provide pecuniary benefits in violation of said statute.