



JOB DESCRIPTION

EM 11-15-2010-007

Effective: January 1, 2011

Revised: January 1, 2013

CODE ENFORCEMENT OFFICER

Page 1 of 2

QUALIFICATIONS:

1. Possess a high school diploma or equivalent certification and/or college level coursework in criminal justice; public administration; business administration or other related field
2. Possess a valid Driver's License and good driving record. *(If hired from another state, must obtain a valid Delaware Driver's License within 90 days of hire)*
3. Be capable of lifting at least 20 lbs.
4. Must have engaged in at least one, (1), year of work experience involving public contact, including but not limited to enforcement, inspection, investigation, or customer service.
5. Previous experience with municipal codes is highly desirable.
6. Meet requirements for certification through DELGIS *(Delaware Criminal Justice Information System)*

DUTIES:

1. Enforce compliance with Town regulations and ordinances, including those pertaining to nuisance housing, building codes, health and safety, blight, graffiti, noise, trash, traffic, water waste, storm drains, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments, both internally and externally, on alleged violations of Town municipal codes and ordinances.
3. Interview complainants and witnesses
4. Conduct investigations and provide recommendations and resolutions
5. Conduct and inspect properties for violations
6. Attempt to contact residents or business owners in order to resolve violation/s
7. Issue and post warning notices; notices of violations; corrective notices; orders to comply and related documentation for code violations
8. Schedule and perform all follow-up functions to gain compliance, including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances
9. Issue administrative and parking citations and notices of violation as necessary
10. Levy fines and/or penalties for ordinance violations and record and process through DELGIS system as required
11. Prepare evidence in support of legal actions by the Town; appear in court as necessary; testify at hearings and in court proceedings as required
12. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities, including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take pictures.
13. Prepare a variety of written reports, memos and correspondence related to enforcement activities.
14. Patrol the Town in the Town vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
15. Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups, either in the field, in the office or over the phone.



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Page 2 of 2

DUTIES *“continued”*:

16. Enter, process and acquire data relative to complaints, inspection sites and effective code enforcement and research complaints through the mechanized computer system supplied.
17. Supervise the work of community service works, county inmates, or volunteers engaged in community clean-up and preservation activities and determine locations and types of work to be performed.
18. Locate vacant residences and businesses and secure buildings with proper materials as necessary.
19. Post vacant properties as necessary.
20. Check vacant buildings regularly for transient activity and other forms of vandalism.
21. Enforce compliance with the residential rental ordinance.
22. May assist in researching, drafting and writing or re-writing municipal codes and participate in the development of forms and processes utilized to address various issues.
23. Performs other duties as directed.

ADDITIONALLY:

1. This position shall be a part-time position until such time as economics permit the Town to hire a full time Code Enforcement Officer.
2. The Code Enforcement Officer shall be assisted in the maintenance of records by the Building Inspector; Administrative Assistant and/or Town Clerk.
3. The Code Enforcement Officer shall assist the Building Inspector in the inspection of decks, sheds, fences and footers.
4. Serve as an assistant Town Representative to the DeLea Founders Insurance Trust, (DFIT), safety meetings, by attending all meetings, which are held every month, except July and August.
5. Serve as an assistant Safety Monitor for Town Hall employees, including the Police Department and conduct safety reviews and provide safety information at monthly Administrative Staff Meetings.
6. This position shall report to the Town Administrator or to the Land Use Administrator until such time as the appointment of an individual Director of Public Works.