

JOB TITLE: Code Enforcement Officer

STATUS: On call – paid based on activity

REPORTING RELATIONSHIP: Performs assigned functions independently under the general supervision of the Town Administrator

JOB SUMMARY: Performs a variety of routine and complex work by inspecting, interpreting and enforcing the Town's building and zoning codes in order to secure compliance with those codes.

MAJOR DUTIES:

- Maintains current knowledge of Town Ordinances and State RSA's relative to code enforcement. Conducts necessary inspections to ensure that all State and local laws and regulations are adhered to in relation to building and zoning and; takes whatever action is required to correct violations.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; 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.
- Investigates complaints of violations reported. Notifies people of their violations and works with them in order to achieve compliance of violations.
- Submits a summary of activities, expenses, etc. to the Town Administrator on a monthly basis.
- Responsible for enforcement of all sub-division, zoning, sign, Town ordinances, as well as all building codes. Represents the Town before and as advisor to Zoning Board of Adjustment.
- As required, meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
- Maintains a variety of logs and records related to inspection and enforcement activities
- Recommends the action to be taken against violating sources. Prepares reports, recommendations, and actions. Determines applicability of statutes, codes, and regulations.
- Receive and respond to resident complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provides recommendations for resolution

- 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 photographs.
- Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

The Code Enforcement Officer requires a thorough knowledge of applicable laws, ordinances, and codes, including housing, building, and zoning ordinances. Ability to meet and discuss problems arising during inspections; ability to plan, install, and carry out programs of departmental operations and activities; ability to explain and instruct the general public, employees, and other Town officials in code enforcement requirements; ability to establish and maintain effective working relationships with contractors, property owners, and other members of the public when explaining, interpreting, and enforcing statutes, rules, regulations, codes, and ordinances, especially under strained or adverse conditions; ability to deal effectively with Town officials and employees; ability to communicate effectively both orally and in writing; basic computer/office equipment skills.

PHYSICAL DEMANDS:

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Exposure to normal construction hazards while reviewing projects under construction. The employee may be subjected to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated the completion of an Associate's Degree in building construction or related field with at least five years' experience in construction or building; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. The position also requires at least one year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.