



Code Enforcement Officer

Reports to: Town Manager or Designee

Salary Range: \$23.72 – \$35.09 Hourly (FY20)

Salary Midpoint: \$29.40 Hourly

FLSA Status: Non-Exempt

Job Summary

The Code Enforcement Officer performs intermediate administrative, professional and investigative work by enforcing various codes and ordinances, along with abating violations of the Town Code by conducting independent field inspections, writing reports, correspondences and notices, gathering evidence, preparing cases, and testifying in court when necessary; performs other duties as assigned.

Essential Job Functions

- Investigates citizen complaints regarding code violations and nuisances such as illegal dumping, illegal construction, illegal signage, tall grass or weeds, dilapidated structures, trash, debris, parking violations, etc.
- Administers and enforces building and sign applications and permits.
- Communicates with business and property owners concerning violations.
- Answers questions from private citizens, contractors, and builders by providing information with regards to Town regulations.
- Issues warnings, official notices, and municipal infractions as necessary to obtain compliance.
- Applies appropriate investigative techniques to develop reliable and admissible information on complaints received of alleged violations, including research of property ownership.
- Keeps records regarding inspections; writes/prepares reports to present investigative findings, including photographic evidence, in a comprehensive narrative and/or statistical format.
- Represents the Town at public events to provide code-related information.
- Coordinates with the Department of Natural Resources for tree removals and replacements within the public right-of-way.
- Conducts research and develops recommendations for code amendments.
- Performs related tasks as required.

Qualifications

Skills:

- Thorough knowledge of the principles, practices, methods, and techniques of code violation investigation and enforcement.
- Skill and ability to professionally communicate with a wide range of people of diverse backgrounds.

- Ability to interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Ability to analyze or recognize potential code violations accurately and adopt effective resolution processes.
- Ability to read and interpret site plans and designs and to ensure compliance with appropriate ordinances and codes.
- Ability to make recommendations and sound decisions based on established policies and procedures.
- Ability to manage multiple projects involving highly detailed work, to prioritize and organize tasks and objectives in order to meet firm deadlines, and to shift priorities when customer needs change.
- Ability to understand and carry out a variety of oral and written instructions.
- Ability to perform basic math functions and use mathematical reasoning.
- Ability to analyze and compile technical information.
- Ability to communicate clearly and effectively, in oral, written, and electronic formats.
- Ability to respond to inquiries, complaints, and request for service and enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to speak clearly and deal with customers, other staff, and the general public in a positive, courteous, tactful, and professional manner.
- Ability to operate a Town vehicle, maintain a clean driving record, and obey all traffic laws and observe safety regulations.
- Ability to fulfill all duties with ethical conduct, individual reliability, dependability, punctuality, adaptability, creativity, and enthusiasm for the job.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with associates, public officials, public and private representatives, contractors, the general public, and all those encountered in the course of work.

Experience:

Previous experience working in code enforcement or related field.

Education:

Possession of an Associate's Degree in a related field is desirable.

Working Conditions

Work Hours:

Requires 40 hours in a standard workweek.

- Core work schedule based on operational needs will be determined. Some evening, weekend, and holiday work may be required based on operational needs.

- The Town of Kensington's established business hours of operation are 8:00 am to 4:00 pm, Monday through Friday; alternate business/operating hours may be established for certain Town Departments on a case-by-case basis in order to best meet the needs of residents and other customers.

Work Environment:

- The employee works indoors and outdoors and is subject to seasonal temperatures, inclement weather conditions, and extreme cold or heat; administrative functions are performed within a typical office environment.
- Noise level may be moderate to loud when performing inspections or other site work; the worker may have to shout to be heard above the ambient noise level. Noise level in the indoor work area is typical of most office environments with telephones, personal interruptions, and background noises.
- The employee may interact with distressed or upset customers when interpreting and enforcing codes, laws, and ordinances.
- The employee must travel to various locations by vehicle and walking to perform/inspect work or attend meetings.

Physical Requirements

- While performing the duties of this position, the employee is regularly required to sit, walk and stand for extended periods, stoop, climb up/down stairs, climb up/down ladders, balance, stoop, kneel, bend, twist, crouch, crawl, drive on surface streets, push, pull, smell, work in high/precarious places and/or confined spaces, negotiate through obstacles and traverse uneven or rough terrain on foot, and reach with hands and arms.
- The employee performs light work requiring the employee to occasionally lift, carry, and/or move objects or materials weighing up to 25 pounds in the performance of daily work activities.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and for conveying detailed or important instructions to others accurately, loudly, or quickly, both in person and by telephone.
- Hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communications, both in person and by telephone.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/small parts, operation of machines, and determining the accuracy and thoroughness of work.