CODE ENFORCEMENT OFFICER

Title: Code Enforcement Officer

Reports To: Building Official / Planning & Zoning Administrator

Positions Supervised: None

Employment Status: Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Employee investigates complaints and inspects properties for compliance with municipal ordinances pertaining to vehicles, parking, noxious weeds, nuisance, blight, building and zoning violations and other related ordinances. In addition to inspection and investigation, the employee serves notices concerning violations, prepares correspondence and maintains detailed case documents in compliance with established protocol.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Receive and respond to citizen complaints and reports from other entities of alleged code/ordinance violations

2. Conduct field investigations; inspect properties for zoning, property maintenance, environmental, animal control, blight and nuisance ordinance violations; contact property owners to resolve violations in compliance with established procedure

3. Prepare and post warning notices, notices of violation, tickets, corrective notices, orders to comply and related documentation for code violations.

4. Perform all violation follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances.
5. Interpret and explain municipal codes and ordinances to the general public

6. Maintain detailed and 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

7. Prepare evidence in support of legal actions taken by the Township; appear in court as necessary; testify at hearings and in court proceedings as required

8. Prepare a variety of written reports, memos and correspondence related to enforcement activities

9. Answers inquiries from and advises property owners and the public regarding compliance with Township ordinances and codes regarding property maintenance standards, zoning, animal control, blight, nuisance and environmental requirements

10. Conducts research regarding property ownership/responsible party determination; consults appropriate support staff for assistance as needed

11. Delivers Planning Commission and Zoning Board of Appeals packets as required

12. Performs other duties as requested/required

**KNOWLEDGE, SKILLS & ABILITIES**

1. Ability to use tact and courtesy during frequent and repeated contact with dissatisfied or quarrelsome individuals

2. Strong verbal and written communication skills

3. Ability to adapt verbal communication to the needs and abilities of the listener
4. Ability to independently organize and schedule assigned work to meet established deadlines.

5. Valid driver license and ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions.


The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.