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Job Specification

CODE ENFORCEMENT OFFICER

DEFINITION

Under the direction of a Supervising Code Enforcement Officer or other supervisory official, performs varied types of field and office work involved in seeing that residents, business establishments, and citizens comply with adopted codes, ordinances, and related rules and regulations other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes, State Uniform Fire Code or any other code for which a license, registration, or certification is required by state law; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.

Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.

Initiates necessary legal action against violators of various municipal ordinances.

Read and respond to submitted computer inquiries from the public.

Prepares needed reports.

Establishes and maintains needed records and files.

May assist in promulgation of municipal ordinances.

Attends meetings of municipal agencies as requested.

Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

Establishes a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multiple dwelling properties, schools and places of worship and assembly.

Submits monthly reports of inspections made including names and addresses of owners, occupants, or lessees of premises, dates of inspection, code violations found, if any, notices of violation served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.

Coordinates inspections of occupancies requiring joint inspection with other public agencies, such as the health department, building department, police department, and other appropriate bodies and agencies.

Attends public meetings when required of the Board of Adjustment, Planning Board, and other appropriate boards and agencies.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete and comprehensive record system of inspections.

Inspects high rise and multiple dwelling properties for property maintenance code violations.

Inspects the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions, such as loose and overhanging objects, accumulation of ice, excavations, projections, obstructions, and so forth.

Inspects exterior porches, elevated patios, landings, balconies, stairs, and fire escapes to see that they are in good condition.

Inspects the exterior of structures to see that they are maintained in good repair and that they are free of broken glass, loose shingles, peeling paint, or crumbling stone, brick, or cement.

Inspects signs and outdoor light poles and stanchions for condition.

Receives and responds to complaints of alleged violations of local zoning code.

Conducts inspections of such sites, writes initial complaints and may refer matters to zoning officer.

Advises owners or other persons of violations to the zoning code.

Receives complaints and inspects business premises for display of proper license, checks license to see that it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation.

In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and orders such matters abated, or issues notices of violation of local code pertaining to same.

Keep record of all abandoned properties within the jurisdiction, in order to keep banks abreast of payments due on said properties.

Will be required to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE

One (1) year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of the municipal rules, regulations, policies, procedures, and ordinances.

Knowledge of problems involved in organizing work and developing effective work methods both in the field and in the office.

Knowledge of procedures to be followed and precautions to be taken when observing and collecting facts which are significant in determining whether laws are being observed.

Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings.

Ability to analyze, comprehend, and interpret municipal rules, regulations, policies, procedures, and ordinances, and apply them to specific cases.

Ability to note significant conditions and to take proper action, when action is called for, in accordance with prescribed procedures.

Ability to make accurate observations and record conditions, and abstract, and note those things which are significant.

Ability to make necessary inspections and investigations without giving unnecessary offense.

Ability to take and maintain a firm, correct stand when controversial matters are considered.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to establish and maintain needed records and files.

Ability to make evaluative judgments based on the application of statutory or regulatory provisions.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01285		L	C		N/A	04		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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