

Job Description

Job Title:	Code Enforcement Officer I								
FLSA:	Exempt:		Non-Exempt:	X	Union Status:	Union:	X	Non-Union:	
Supervision Received:	Assistant Building Official				Supervision Exercise:	None			
Last Revision:	04/1/2019								

General Summary:

This position is responsible for performing entry-level to intermediate, professional and technical work in the administration of code enforcement activities.

Career Ladder:

This position is part of a career ladder within the Code Enforcement Series. This position differs from the higher graded positions in that this position performs entry level to intermediate professional and technical work in the areas of code enforcement, with some latitude for independent judgement and decision making for the Town and does require professional certifications, advanced knowledge in some aspects of Code Enforcement and has time in service requirements.

Essential Functions:

1. Assists residents, landlords, contractors, design professionals and other interested parties with regard to department programs and services in the areas of rental dwelling unit inspections, complaint investigations, zoning permitting and enforcement and quality of life related ordinance enforcement.
2. Assists in reviewing and processing off-street parking applications and assists in maintaining information in databases.
3. Assists in enforcement of housing code, blight, nuisance, off street parking, zoning overcrowding regulations and other ordinances.
4. Works with housing prosecutor, town attorney and all pertinent departments to achieve code compliance.
5. Assists in enforcing zoning regulations and other regulations as assigned which includes maintaining all the documentation related to enforcement.
6. Investigates potential violations and issues violation notices and citations.
7. Assists in investigation of citizen complaints and takes appropriate actions to achieve compliance.
8. Reviews plans for compliance with applicable codes.



9. Conducts technical field inspections of new structures, additions, and renovations to determine conformance with applicable codes.
10. Assists in corresponding with applicants to achievement of required compliance.
11. Documents all activities conducted relating to enforcement in appropriate software.

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Other related duties as assigned.

Education & Experience:

Education:

A Bachelor's Degree with major course work in construction technology, electrical contracting, construction science, building maintenance or related field.

Experience:

One year of experience working in a code enforcement capacity or related field.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities :

This position requires the following knowledge:

- General knowledge of code enforcement practices including regulations, ordinances, and laws.
- General knowledge of office administration practices and procedures.
- General knowledge of and ability to learn and use computer software systems.
- General knowledge of and ability to perform filing practices and procedures.
- General knowledge of the MS Office Suite.

This position requires the following skills:

- Basic administrative skills in the areas of reading and applying policy to a variety of situations.
- Basic GIS skills as demonstrated by completion of the UConn CLEAR Introduction to GIS course or equivalent education/experience.



This position requires the ability to:

- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing code enforcement issues.
- Manage various computer applications including Excel and Word.
- Learn and use specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management.

Licenses & Certifications:

Successful completion of the International Code Council Code Enforcement Examination is required upon hire. Completion of the Certified Zoning Enforcement Technician from the Connecticut Association of Zoning Enforcement Officials will be required before the completion of the probationary period.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings may be required.
- A thorough background check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places		X		
Risk of electrical shock		X		
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals		X		

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet		Quiet
X	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

