

Job Description

Job Title:	Code Enforcement Specialist								
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, 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 professional and technical work in the areas of code enforcement, with no latitude for independent judgement and decision making for the Town and does not require professional certifications, advanced knowledge in all aspects of Code Enforcement and has no time in service requirements.

Essential Functions:

1. Assists residents, landlords, and other interested parties with regard to department programs and services in the areas of rental dwelling unit inspections, compliant investigations, 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 regulations and ordinances.
4. Works with housing prosecutor, town attorney and all pertinent departments to achieve code compliance.
5. 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:

Coursework related to code enforcement and construction or an internship with a municipal building, inspection, or code enforcement department.

Work experience performing the functions as outlined in this job description may be used to substitute for the education requirement.

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:

- Basic knowledge of code enforcement practices including regulations, ordinances, and laws.
- Basic knowledge of office administration practices and procedures.
- Basic knowledge of and ability to learn and use computer software systems.
- Basic 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.

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 within 12 months of hire.

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.

