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| Job Title: Code Enforcement Officer | FLSA: Non-Exempt Hourly      |
| Department: Planning                | Reports to: Planning Manager |
| Pay Level:O-5                       | Pay: \$35,138.00/year        |

**Position Overview:** The Code Enforcement Officer position, under the general supervision of the Planning Manager, performs a variety of technical tasks within the Planning Department with an emphasis on enforcement of land use and nuisance ordinances as well as conducting the town’s minimum housing program.

### Essential Job Functions

- Conducts proactive code enforcement operations within the town to identify zoning and nuisance ordinance violations.
- Responds to complaints regarding zoning, nuisance, or minimum housing violations.
- Works with the Building Inspections and Police Departments to further identify problem areas and affect a complete enforcement strategy.
- Provides information to the public regarding zoning and code enforcement, application procedures and actions related to the Board of Adjustment.
- Maintains a database of code enforcement cases, activities and projects.
- Reads and interprets site plans, maps, planning and zoning regulations and other planning documents as required.
- Performs technical review of various zoning related permits as assigned by the Planning Manager.
- Assists in the development of new policies, procedures and ordinances as needed.
- Assists in the preparation of statistical data as needed.
- Assists with the development of long term planning projects as needed.
- Prepares correspondence, reports, charts, diagrams, GIS projects and other special projects as needed.

### Requirements

- Bachelor’s degree in urban planning, public administration, or a related field; and
- A demonstrated knowledge of minimum housing policies and ordinances; and
- One year of experience in code enforcement , planning or a related field; or
- An equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### Other Skills/Abilities

- Ability to conduct field inspections year round, during inclement weather, within confined spaces, in areas that may be unhygienic or invested with vermin.
- Ability to operate equipment/software typically used within a planning office. Including Microsoft applications, GIS applications, personal computers, fax machines and phone systems.
- Ability to conduct themselves in a professional manner regardless of situation.
- Ability to effectively communicate with staff and customers in both oral and written form, both in group and one on one settings.
- Ability to perform varied assignments under appropriate degrees of supervision.
- Ability to learn and apply those aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertinent to assigned areas of responsibility.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.