



Job Description
Town of Westerly

Job Title:	Minimum Housing Official								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Dev. Svcs.			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for enforcing the Town’s local code enforcement program by monitoring and enforcing a variety of applicable ordinances, codes, regulations related to nuisance housing, health and safety, blight, graffiti and other matters of public concern.

Essential Functions:

1. Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations as it relates to code enforcement and minimum housing.
2. Works with stakeholders to prosecute for any violations and appears in court to represent the Town for violations.
3. Inspects sites and issue violation notices with required corrective actions.
4. Designates any dwelling unit as unfit for human habitation, as necessary.
5. Manages a caseload requiring the ability to multi-task, prioritize, plan, and manage time to meet deadlines.
6. Receives and addresses complaints and concerns from the public and resolves complex issues.
7. Responds, investigates and documents complaints and violation of codes.

Other Functions:

1. Attends conferences, seminars, committee and council meetings as required.
2. Follow-up on all unresolved issues or complaints and determine a viable solution.
3. Performs counter duties and assists in other office duties as necessary.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor’s degree in construction, architecture, engineering, criminal justice, fire protection or related field.

Experience:

Two years of experience in construction, code enforcement, building/housing inspection, planning or

zoning or directly 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:

The position requires the following knowledge:

- Working knowledge in the principle, practices, laws, regulations of related to health and safety and housing.
- Knowledge of searching, seizure, and private property inspections.
- Working knowledge of Town codes and ordinances and methods of regulatory inspections and investigation commonly used by a regulatory agency.
- Working knowledge of principles and procedures of record keeping and reporting.
- Working knowledge of regulations, laws, and requirements for courtroom testimony and evidence documentation.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Provide efficient customer service.
- Define and explain a variety of codes to the public with courtesy and tact.
- Manage situations requiring diplomacy, tact, fairness and firmness.
- Organizing and prioritizing work and completing projects and assignments within deadlines.

This position requires the ability to:

- 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.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Certification as a Certified Property Maintenance and Housing Inspector or Certified Zoning Enforcement Officer through the American Association of Code Enforcement or related certifications. Certification will be required within one year of employment.

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 will 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	
Use hands to finger, handle, or touch		x		
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk or hear			x	
Taste or smell		x		
Driving (including valid 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>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<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			
Vibration		x			
<i>Special Vision Requirements</i>					
	Close vision	x	Distance vision		
x	Color vision		Peripheral vision		
x	Depth perception		Ability to adjust focus		

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.