



Job Description

Town of Westerly

Job Title:	Code Enforcement Officer								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Zoning Official			Supervision Exercised:			None		
Last Revision:	5-10-2018								

General Summary:

This position is responsible for performing a variety of technical duties in support of the Town’s local code enforcement program by monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern, and serves as a resource and provides information on Town regulations to property owners, residents, business, and the general public.

Essential Functions:

1. Performs a variety of field and office work in support of the Town’s local code enforcement program by enforcing compliance with Town regulations and ordinances.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations as they are related to zoning.
3. Makes determinations on zoning compliance as directed.
4. Reviews applications and provides formal determinations on zoning certificates as directed.
5. Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances by interviewing complainant and witnesses, and conducting investigations and provides recommendations for resolution.
6. Conducts field investigations by inspecting properties for violations and attempts to make contact at the residence or business in order to resolve the violation and issues and post warning notices and orders to comply and related documentation for code violations.
7. Prepares evidence in support of legal actions taken by the Town and appears in court as necessary to testify at hearings and in court proceedings as required.
8. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations.

9. Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
10. Provides support and acts as primary point of contact for other departmental initiatives.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Assists economic development committee as required.
3. Provides GIS mapping and analysis support for the department as needed.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in a related field.

Experience:

Two years of experience in code enforcement, zoning or planning. Experience must include experience in enforcement of local codes, laws, regulations, ordinances, charter or other regulations.

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:

- Basic knowledge in zoning concepts and practices.
- Basic knowledge in Rhode Island state regulations, laws, practices and procedures in zoning.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

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.
- Manage various computer applications including Excel and Word.
- Draft and substantively review engineering and other relevant documents and projects.

Licenses & Certifications:

Possess a valid driver's license.

Possession of Zoning Inspector Certification by the International Code Council is desired, and will be

required within one year of hire.

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	X	Quiet		
	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>					
x	Close vision	X	Distance vision		
X	Color vision	X	Peripheral vision		
x	Depth perception	X	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.