

CODE ENFORCEMENT OFFICER – JOB SPECIFICATION

Under the direction of the Borough Administrator, performs varied types of field and office work involved in seeing that residents, businesses, and citizens comply with various municipal ordinances other than the State Sanitary Code, State Uniform Construction Code or any of its subcodes, or the State Uniform Fire Code; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.

Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.

Initiates necessary legal action against violators of various municipal ordinances.

Prepares needed reports.

Establishes and maintains needed records and files.

May assist in promulgation of municipal ordinances.

Attends meetings of municipal agencies as requested.

Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

Establishes a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multifamily premises, schools and places of worship and assembly.

Submits monthly reports of inspections made including names and addresses of owners, occupants, or lessees of premises, dates of inspection, code violations found, if any, notices of violation served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.

Coordinates inspections of occupancies requiring joint inspection with other public agencies, such as the health department, building department, police department, and other appropriate bodies and agencies.

Attends public meetings when required of the Board of Adjustment, Planning Board, and other appropriate boards and agencies.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete and comprehensive record system of inspections.

Inspects the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions, such as loose and overhanging objects, accumulation of ice, excavations, projections, obstructions, and so forth.

Inspects exterior porches, elevated patios, landings, balconies, stairs, and fire escapes to see that they are in good condition.

Inspects the exterior of structures to see that they are maintained in good repair and that they are free of broken glass, loose shingles, peeling paint, or crumbling stone, brick, or cement.

Inspects signs and outdoor light poles and stanchions for condition.

Receives and responds to complaints of alleged violations of local zoning code.

Conducts inspections of such sites, writes initial complaints, and may refer matters to zoning officer.

Advises owners or other persons of violations to the zoning code.

Receives complaints and inspects business premises for display of proper license, checks license to see that it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation.

In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and orders such matters abated, or issues notices of violation of local code pertaining to same.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE

One (1) year of experience in conducting inspections or investigations to ensure compliance with laws, rules, and regulations.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of the municipal rules, regulations, policies, procedures, and ordinances.

Knowledge of problems involved in organizing work and developing effective work methods both in the field and in the office.

Knowledge of procedures to be followed and precautions to be taken when observing and collecting facts which are significant in determining whether laws are being observed.

Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings.

Ability to analyze, comprehend, and interpret municipal rules, regulations, policies, procedures, and ordinances, and apply them to specific cases.

Ability to note significant conditions and to take proper action, when action is called for, in accordance with prescribed procedures.

Ability to make accurate observations and record conditions, and abstract, and note those things which are significant.

Ability to make necessary inspections and investigations without giving unnecessary offense.