



Town of Elsmere

Position Description

Code Enforcement Officer

POSITION OVERVIEW:

This position is an entry level position into the Code Enforcement Officer series. The position conducts investigations for the Town and takes appropriate action to ensure compliance with all Town codes; does related work as required.

ESSENTIAL FUNCTIONS:

An employee in this class is responsible for engaging with the public, conducting investigations and ensuring compliance with all Codes of the Town of Elsmere and related ordinances. An employee in this class will be appointed a Code Enforcement Constable pursuant to State law to make actions legally effective. Employees in this class may be required to obtain the certifications required for advancement to higher levels in the Code Enforcement Officer Series. Essential job functions include, but are not limited to, the following:

- Performs field investigations and prepares related reports;
- Research codes and ordinances in regard to alleged violations;
- Notifies violators of code violations and code provisions;
- Confers with violators, attorneys, judges and other governmental agencies;
- Follows up on code violations to ensure correction and compliance;
- Collects evidence and prosecutes code violators;
- Appears in court to testify as a witness when/if necessary;
- Prepares and issues summonses to appear in court;
- Serves summonses on violators when necessary;
- Obtains, compiles, and organizes data;
- Answers inquiries regarding code violations and provides advice on code compliance;
- Posts stop work orders and condemnation notices when necessary;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of professional service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in reading and interpreting codes and ordinances is preferred;
- Knowledge of the practices and procedures of the appeal systems;
- Ability to perform investigations and appropriate code research to ensure conformance to codes;
- Ability to make accurate and articulate explanatory presentations;
- Ability to communicate courteously and effectively, both verbally and in writing;
- Ability to maintain effective working relationships with Town employees, the public, government officials, attorneys, outside agencies, organizations and individuals;
- Ability to recognize the sensitivity of issues and assignments and to maintain confidentiality;
- Experience in the use of computers, specifically Microsoft Word, Outlook and Excel software;
- Ability to prepare daily reports and keep appropriate records maintained daily;
- Ability to manage and utilize multiple technology platforms and softwares.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Some experience in code enforcement work or a related field is preferred.
- Completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Delaware Class D driver's license or its equivalent;
- Must meet all requirements of the State law and/or regulations in order to be appointed a Code Enforcement Constable;
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check;
- Must be eligible to receive access to the DELJIS computer system by the State of Delaware.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work, exerting up to 30 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices, and be able to inspect work of others.