

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Classified, GRADE 12
FLSA exempt position

CHIEF CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Coordinate and oversee day to day housing, property maintenance, building, and zoning code enforcement activity, including the grass cutting and demolition programs. Inspects buildings and sites for compliance with building, zoning, housing and property maintenance codes and ordinances; and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The single position class position supervises, assigns, reviews, and performs professional level work 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 County regulations to property owners, residents, businesses, the general public, and other County departments and divisions. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. Works under the direction of the Assistant Director and supervises subordinate Building Codes Inspectors and Zoning Inspector.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative Only)

Establish schedules and methods for providing code enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

Assign work to inspectors and enforcement officers and provide training, assistance and leadership to new enforcement officer;

Perform the full range of code enforcement duties; perform a variety of field and office work in support of the code enforcement program; enforce compliance with regulations and ordinances including those pertaining to zoning, land use, housing codes, building codes, health and safety, property maintenance, and other matters of public concern.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of zoning and related codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with

appropriate codes and ordinances; issue notices of violation as necessary.
Prepare evidence in support of legal actions taken by the County; appear in court as necessary; testify at hearings and in court proceedings as required.
Maintain 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; draw diagrams and illustrations and take photographs.
Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
Insure developer compliance with conditions imposed as part of approval process;
Perform special investigations upon specific request, preparing written reports of findings indicating violations found to exist or providing requested specific information under the supervisor's direction;
Appear as representative of Kent County before County boards, committees, and commissions and Courts of Law as required;
Review and approve field staff leave requests and timesheets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the housing, property maintenance, building, and zoning code and related ordinance of Kent County as well as familiarity with recorded site plans and land subdivision process; comprehensive knowledge of the materials, methods, and practices used in code enforcement; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D. with five (5) years' experience in general building construction with increasing responsibilities; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must possess and retain Certified Property Maintenance and Housing Inspector, Certified Zoning Enforcement Officer, and Code Enforcement Administrator certifications through ICC/American Association of Code Enforcement. Possession and retention of a valid driver license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations must be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

As building technologies, code requirements, and enforcement procedures and systems change, employee will be required to keep abreast of such changes by improving skills through additional training or evaluation as deemed necessary to remain effective in performance of duties and application of required knowledge, skills, and abilities

Employee Acknowledgement

Eff. 07/01/01
REV. 04/23/02
Rev. 07/01/03
Rev. 07/01/04
Rev. 07/01/09
Rev. 07/01/15
Rev. 07/01/18