

Title: Senior Code Enforcement Officer
Department: Planning Services
Division/Office: Inspection & Enforcement section



Grade 2121; FLSA Exempt position; Category: Classified; Job Code: SCEO; Rev.:07/01/2021

General Description

The purpose of this position is to manage the daily housing, property maintenance, building, and zoning code enforcement activity, including the grass cutting and demolition programs. Inspect buildings and sites for compliance with building, zoning, housing and property maintenance codes and ordinances.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions. gives advice and direction as needed.
- Establishes schedules and methods for providing code enforcement services. identify resource needs. review needs with appropriate management staff.
- Participates in the development of goals and objectives as well as policies and procedures. Makes recommendations for changes and improvements to existing standards, policies, and procedures. Participates in the implementation of approved policies and procedures. monitor work activities to ensure compliance with established policies and procedures.
- Performs 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.
- Receives and responds 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.
- Conducts 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.
- Prepares evidence in support of legal actions taken by the County. appear in court as necessary. Testify at hearings and in court proceedings as required.
- 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. draw diagrams and illustrations and take photographs.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
- Ensures developer compliance with conditions imposed as part of approval process.
- Performs 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.
- Performs related work as required.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent with six (6) years of experience as a certified building inspector, an engineer, architect, superintendent, foreman, or general building construction or any equivalent combination of education, training and experience.

Additional Requirements:

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.

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.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and retain ICC/AACE Certification Program modules: Zoning Enforcement Officer, and Code Enforcement Administrator.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement