

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **CODE ENFORCEMENT OFFICER**
DEPARTMENT: **COMMUNITY DEVELOPMENT**
UNION: **NO**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Community Development Director or designee
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent.
Experience Required: Preferred experience in enforcement of codes or other regulations within a municipal environment or other relevant work; must possess valid State of NJ Driver's License.

SPECIALIZED KNOWLEDGE/SKILLS:

- Knowledge of Property Maintenance and related regulations and Township Code;
- Knowledge of the methods and procedures used in enforcement of codes and regulations;
- Ability to contact property owners, contractors, and the public and effect satisfactory working relationships;
- Ability to act with firmness and tact in enforcing ordinances, Township codes and related regulations;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

POSITION SUMMARY:

Under the direction of the Community Development Director, is directly responsible for enforcing the Township's Quality of Life ordinances, related codes and regulations, including those designated to be enforced by the Environmental Officer. (See attached)

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; climb; balance; stoop; kneel, crouch or crawl.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust vision focus for close, distance, peripheral vision and depth perception.

While performing the duties of this job, the employee will be subject to outside weather conditions in summer and winter, including inclement and extreme temperature conditions.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Computer, copier, FAX machine, telephone, postage machine, motor vehicle, photographic equipment, Metric and American rules, measuring instruments.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Enforces the Township code*;

Inspects residential and non-residential properties routinely for compliance with property maintenance and other Township regulations;

Ascertain that properties are being kept in accordance with Township codes;

Makes reports and keeps records;

Follows up on outstanding matters regarding inspections and violations;

Issues warnings, citations and swears out warrants necessary and prepares cases and testifies in court;

Assists in the review of zoning permit applications and issuance of zoning permits as required;

Answers questions concerning pertinent Township code provisions and regulations;

Performs all clerical functions and related duties as required.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Michael Jacobs, Administrator
Revised: September, 2011
Effective Date: **September, 2011**

*Township Code:

- 127 – Building and Lots, Numbering of
- 199 – Junkyards
- 210 – Littering
- 217 – Nuisances
- 220 – Obscene Materials
- 222 – Occupancy Limits
- 238 – Property Maintenance
- 243 – Recreation Areas and Amusement Centers
- 258 – Solid Waste
- 264 – Streets and Sidewalks
- 279 – Trailers and Trailer Camps
- 282 – Trees
- 288 – Vehicles, Abandoned
- 308 – Water