



Town of Milton
115 Federal Street, Milton, Delaware 19968
www.milton.delaware.gov
Phone: 302-684-4110 Fax: 302-684-8999

JOB DESCRIPTION

Job Title: Code Enforcement Officer I **Reports to:** Project Coordinator, or Designee

Classification: Non-exempt **Hours:** 40 hrs/week, as assigned, including Saturdays

Pay Grade: 6

Prepared by: Kristy Rogers, Town Manager **Approved by:** Mayor & Town Council

Date Approved: December 6, 2021

SUMMARY:

The Code Enforcement Officer I is responsible for performing field inspections, and enforcing Town Code and Town Ordinances such as business and rental licenses, and land use laws pertaining to public welfare, safety, public nuisance and property maintenance. Takes direction primarily from and reports initially to the Project Coordinator. This position requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs. Responsibilities and requirements of the position are subject to change.

PRIMARY RESPONSIBILITIES:

1. Reads, interprets, and effectively communicates regarding the Town of Milton Charter and Code to enforce regulations firmly, tactfully and impartially.
2. Initiates enforcement and ensures adherence to all the Town Code and Town Ordinances.
3. Fulfills responsibilities assigned in the Town Code and Town Ordinances.
4. Provides recommendations on improvements to the Town Code and Town Ordinances.
5. Enforces state and local regulations concerning construction and maintenance.
6. Reviews and processes business and rental license applications, as assigned.
7. Performs field inspections to ascertain compliance with licensed and/or permitted activity in accordance with the Town Code and Town Ordinances.

8. Acts as liaison between the Town and property owners and residents to answer building construction or other related inquiries.
9. Investigates complaints, files reports, and acts on the complaints as permitted according to the Town Code and Town Ordinances.
10. Responds to all inquiries in a timely and courteous manner, providing information within the scope of knowledge and authority, and referring to higher classification employee(s) as applicable.
11. Maintains effective working relationships with contractors, property owners, residents, and representatives of other agencies and the public.
12. Analyzes data to determine answers to questions from members of the public.
13. Adheres to all Town policies, procedures, ordinances and Charter provisions.
14. Prepares and distributes monthly reports as required.
15. Other related duties as assigned by Project Coordinator or Town Manager.

ADDITIONAL RESPONSIBILITIES:

1. Must maintain files in an organized manner.
2. Must keep work area in a clean and organized manner.
3. Must maintain a professional appearance and provide a positive image to the public.
4. Occasionally may be required to perform work of a higher classification.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

This is light work requiring the exertion of up to twenty-five (25) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires the constant ascend/ descend of self within buildings, positioning self to move about work space and places of inspection, handling of job responsibilities, 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. The worker is exposed to inside and outside environmental and atmospheric conditions.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of the materials, methods and practices used in building construction and of the stages of construction when possible defects and violations may be most easily observed and corrected.
2. Ability to read and interpret building construction plans and specifications of buildings and to recognize deviations from such plans in the construction process.
3. Ability to perform field inspections of both construction and non-construction sites in order to ascertain compliance with permitted activity and the Town of Milton Municipal Code, including but not limited to, sections related to property maintenance, nuisances, licenses and zoning, as assigned.
4. Ability to read and interpret the Town of Milton Municipal Code and to enforce regulations firmly, tactfully and impartially; maintaining effective working relationships with contractors, property owners, representatives of other agencies and the public.
5. Ability to enter data into the State of Delaware Criminal Justice Information System, and provide relevant evidence to support the violations.

6. Demonstrates knowledge of construction standards including, but not limited to, those promulgated by the International Code Council (ICC) and National Fire Protection Association (NFPA) is required.
7. Skills for using tools often used in this type of position are necessary. This includes, but is not limited to, measuring devices and inspection equipment, such as survey equipment, hand tools, and additional tools as required.
8. Skills for using office machines and a personal computer, including Microsoft Office is required, as well as the abilities to use business software necessary for the processing of permits and licenses, and business correspondence for internal and external reporting needs.
9. Ability to meet expectations of compliance with established Personnel Policies and Procedures, to demonstrate consistent, timely attendance and to follow safe work practices is required, as well.

EDUCATION & QUALIFICATIONS:

A high school diploma or graduate equivalency diploma (GED) with three (3) years of experience in general building construction; or any equivalent combination of education and experience which provides the requisite Knowledge, Skills and Abilities. Achieving Flagger Certification from the American Traffic Safety Services Association is required within the probationary period.

ADDITIONAL REQUIREMENTS:

1. Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
2. Employees must be licensed to operate a motor vehicle in the State of Delaware at all times during the term of employment.
3. Employees must be able to communicate effectively through the reading, writing and speaking of the English language.
4. Knowledge of and experience with the Edmunds Municipal Government program is preferred, but not required.
5. Pre-employment background check, and drug and alcohol testing are required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
6. Employees may be required to obtain professional certifications, to update training, to participate in professional associations if management deems that it is necessary, and to continue to fulfill the obligations of this position.
7. Direct deposit of employee pay is required.

By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Employee Signature

Date