

POSITION: CODE ENFORCEMENT OFFICER
DEPT: BUILDING & ZONING
GRADE: 6

FLSA: Non-Exempt
Date: 6/2002
9/2004 - REVISED
10/2009 - REVISED

Job Summary: The duty of Code Enforcement Officer is to enforce the Town of Elkton Code of Ordinances, International Property Maintenance Code (IPMC), and perform other special administrative duties.

Essential Functions:

1. Patrols the Town on a regular basis by vehicle and on foot, to identify and resolve code violations.
 2. Receives processes and resolves code violations in a timely manner including complaints from citizens, businesses and other interested parties while maintaining the complainant's confidentiality at all times. Coordinates with the Director of Building & Zoning, Director of Public Works, and Town of Elkton officials as necessary.
 3. Conducts investigations of housing code and zoning ordinance complaints and takes necessary action to enforce corrections.
 4. Reads and interprets construction drawings and specifications.
 5. Prepares and distributes as necessary educational materials on the Code of Ordinances to keep residents and businesses well informed.
 6. Attends workshops, meetings or other events applicable to the position as necessary.
 7. Attends court hearings/proceedings as required to support code enforcement efforts.
 8. Issues violation letters and responds to complaints.
 9. Issues criminal summons.
 10. Prepares and maintains adequate violation files.
 11. Prepares monthly reports on violations.
 12. Other job related tasks as assigned.
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Knowledge, Skills, and Abilities:

1. Must have comprehensive knowledge of applicable Town ordinances and regulations.
2. Must be able to prepare letters and written reports using personal computer and word processing and spreadsheet software.
3. Must have strong communication skills, both verbal and written, and have the ability to meet and deal tactfully with the public, contractors, and their representatives, elected officials and other staff.
4. Ability to enforce ordinances and other regulations with firmness, tact, and impartiality.
5. Must be able to read, interpret, and decipher codes, ordinance language, blueprints, schematics, and instructions.
6. Must be able to perform and apply simple mathematical functions (addition, subtraction, multiplication, and division) and use a calculator.
7. Must be able to take and pass the International Property Maintenance Code Examination within six months of hire.

Education and Experience:

1. High school diploma or G.E.D.
 2. One year higher level education in general course study related to effective oral and written communication and math skills.
 3. Minimum 5 years similar experience in municipal, county, or state government.
 4. Must possess and maintain a valid class %C+driversqlicense.
 5. Any acceptable combination of education plus experience.
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Notice:

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

The Town of Elkton reserves the right to amend, modify, or otherwise change the provisions, wording, or any information included in this job description. Written notice shall be provided to the employee.