


JOB DESCRIPTION
Minimum Housing Official

Date of Last Revision: December, 2020

 WESTERYLY Rhode Island	DEPARTMENT	Development Services		
	REPORTS TO	Director of Development Services		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Director of Development Services, the Minimum Housing Official is responsible for enforcing the Town's local code enforcement program by monitoring and enforcing a variety of applicable ordinances, codes, regulations related to nuisance housing, health and safety, blight, graffiti and other matters of public concern.

ESSENTIAL JOB FUNCTIONS

- Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations as it relates to code enforcement and minimum housing.
- Works with stakeholders to prosecute for any violations and appears in court to represent the Town for violations.
- Inspects sites and issue violation notices with required corrective actions.
- Designates any dwelling unit as unfit for human habitation, as necessary.
- Manages a caseload requiring the ability to multi-task, prioritize, plan, and manage time to meet deadlines.
- Receives and addresses complaints and concerns from the public and resolves complex issues.
- Responds, investigates and documents complaints and violation of codes.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, committee meetings as required.
- Follow-up on all unresolved issues or complaints and determine a viable solution.
- Performs counter duties and assists in other office duties as necessary.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

SKILLS in:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.

- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Construction, Architecture, Engineering, Criminal Justice, Fire Protection, or related field.
- Minimum of three (3) years of experience in construction, code enforcement, building/housing inspection, planning, zoning or closely related field.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of Certified Property Maintenance and Housing Inspector or Certified Zoning Enforcement Officer through the American Association of Code Enforcement or related certification or ability to obtain one within one (1) year of employment.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to eighty (80) pounds.

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.

