


**JOB DESCRIPTION**  
**Code Enforcement Officer**

Date of Last Revision: June, 2023

 <b>WESTERY</b> Rhode Island	<b>DEPARTMENT</b>	Development Services - Zoning		
	<b>REPORTS TO</b>	Zoning Official		
	<b>FLSA STATUS</b>	Non-Exempt		
	<b>POSITION TYPE</b>	Full-Time	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Zoning Official, the Code Enforcement Officer is responsible for performing a variety of technical duties in support of the Town's municipal ordinances. This will be done by monitoring and enforcing a variety of applicable State and Town codes, regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern. They will also serve as a resource and provide information on Town regulations to property owners, residents, business, and the general public.

**ESSENTIAL JOB FUNCTIONS**

- Performs a variety of field and office work in support of the Town's local code enforcement program by enforcing compliance with Town regulations and ordinances.
- Works with residents and property owners to attain compliance with all applicable federal, state and Town laws, ordinances, and regulations as they relate to zoning.
- Makes determinations on zoning compliance as directed.
- Reviews applications and provides formal determinations on zoning certificates as directed.
- Receives and responds to citizen complaints, reports from other agencies, and departments on alleged violations of Town zoning, related municipal codes, and ordinances by interviewing complainant and witnesses and conducting investigations to provide recommendations for resolution.
- Conducts field investigations by inspecting properties for violations and attempts to make contact at the residence or business in order to resolve the violation. Issues and posts warning notices and related documentation for code violations in orders to comply.
- Prepares evidence in support of legal actions taken by the Town.
- Appears in court as necessary to 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. This includes accurate and detailed information regarding code enforcement activity to substantiate violations.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.

**ADDITIONAL JOB FUNCTIONS**

- Attends conferences, seminars, committee meetings as required.
- Assists with servicing customers at the counter 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:*

**KNOWLEDGE of:**

- Zoning concepts and practices.

- Rhode Island state regulations, laws, practices and procedures in zoning, building code, RI State minimum housing code and Town zoning ordinances.

**SKILLS in:**

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

**ABILITY to:**

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Partner with other departments and agencies to coordinate a synchronous approach to mitigating zoning code violations.
- Use 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.
- 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 workday when needed and pre-approved.

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor's Degree in a related field preferred.
- Minimum of three (3) years of experience in code enforcement, zoning, or planning. Experience must include experience in enforcement of local codes, laws, regulations, ordinances, charter or other regulations.
- 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.

**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 thirty (30) 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.*