

PART-TIME CODE ENFORCEMENT OFFICER

TOWN OF TIVERTON, R.I.

Job Description

GENERAL

This position is part of the Tiverton Building and Zoning Office and reports to the Building Official. It is responsible for monitoring compliance with state and local laws and regulations relating to zoning, land use, building construction and maintenance, public health and safety, minimum housing standards, nuisances, blight and other matters of public concern. Duties include conducting inspections, preparing and tracking enforcement actions, and providing information and assistance to businesses, residents, the general public, and other Town departments and offices.

This position requires work in the field as well as in the office. A valid driver's license is required.

QUALIFICATIONS AND REQUIREMENTS

Knowledge of:

Municipal code compliance program operations and procedures; pertinent laws and regulations; methods and techniques of conducting and documenting field investigations; legal procedures applicable to code enforcement; modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications; occupational hazards and standard safety practices.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties; interpret and apply ordinances, codes and regulations; inspect and identify violations; enforce pertinent provisions of laws and regulations with impartiality and efficiency; respond to inquiries, complaints, and requests for service in a timely, fair, tactful, and firm manner; mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files.

Research, compile, and collect data; prepare clear and concise technical reports; make oral presentations and testify in court; work independently in the absence of supervision; read assessor's maps and property profiles; read and interpret legal documents and descriptions; understand and follow oral and written instructions; type and enter data accurately at a speed necessary for successful job performance; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

Typical Duties and Responsibilities:

- Perform a variety of field and office work in support of the code compliance and enforcement program; enforce compliance with state and local regulations and ordinances including those pertaining to zoning, land use, housing, building codes, health and safety, blight, graffiti, waste, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other departments and offices regarding alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Assist the Building Official with preparing and excepting applications for the Zoning Board of Review cases and being available for after-hours meetings from time to time.
- Patrol areas of Town as assigned to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.

- Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement practices; research complaints; use code enforcement software to enter relevant case information, track progress, generate notices and reports, and evaluate effectiveness of the compliance and enforcement program .
- Assist and provide guidance to community organizations and volunteers interested in public education, community clean-up, preservation, revitalization, etc.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Perform related duties as required.

The Town of Tiverton is seeking an individual with a track record of working well with the public and diverse interest groups.