



Town of Jamestown

JOB DESCRIPTION: Code Enforcement Official Building Department

Job Title: Code Enforcement Official	Type of Position: Part-Time
Unit/Division: Building Department	Reports to: Building Official
Review: As Required	Last review date: 6/30/2023

GENERAL DESCRIPTION

Under the supervision of the Building Official this position performs a wide variety of duties involved in the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations including building and zoning codes. This position performs office and field work involving the inspection, investigation, and enforcement of applicable codes and ordinances pertaining to nuisances, zoning, construction, parking and related quality of life and public safety issues. This position also provides customer services to residents, businesses and other complainants in resolving concerns and complaints.

DUTIES AND RESPONSIBILITIES

1. Investigate complaints of violation of Town and state codes, ordinances, regulations including zoning codes. Photographs or video records evidence of violations; issues letter to property owners notifying them of violation; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; develops and maintains accurate case files.
2. Responds in writing, by phone and in person with Town residents, businesses and others regarding complaints and follow-up activities taken to resolve issues.
3. Prepares abatement cases; prepares notices and required correspondence and documents; follow up to ensure compliance with Town and state requirements.
4. Participates in the preparation of documentation for submission to the Towns attorney to file complaints for noncompliance
5. Provide information to violators, the general public, business community and other government agencies regarding Town and state codes, laws and ordinances; responds to questions, complaints and inquiries.
6. Maintains files and records related to citation and violations; prepares written reports, memoranda and correspondence.

7. Confers and coordinates with other agencies and Town departments, including Planning, Public Works, Fire and Police on the investigation and disposition of nuisance, zoning, pest infestation, noise, smoke, vehicle and litter related issues.
8. Conduct required inspections and ensure compliance. Includes accurate reporting and documentation.
9. Participates in and provides advice and guidance on the development of new codes or revisions to existing codes related to enforcement of violations of the Municipal Code.
10. Inputs and retrieves a variety of information using a computer terminal, tablet or other electronic device.
11. Produces documents with a high degree of accuracy, meeting all deadlines.
12. Performs all other duties and responsibilities as may be assigned and are consistent with the position.

JOB REQUIREMENTS:

Education and Experience

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

1. Two years of progressively responsible experience working with the public and in the interpretation of rules, laws or procedures. Some code inspection and enforcement related to construction activity is desirable.
2. Two (2) years of undergraduate course work from an accredited college or university is highly desired.
3. Must possess a valid Rhode Island Driver's license.

Necessary Knowledge, Skills and Abilities:

4. Knowledge of basic codes, ordinances, laws and regulations pertaining to zoning compliance.
5. Knowledge of investigative practices.
6. Experience in modern office procedures including computers.
7. Must be able to communicate effectively orally and in writing and possess negotiation and conflict resolution techniques.
8. Read, analyze, interpret and explain general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence. Ability to effectively present information and respond to questions from managers, officials and the general

public.

TOOLS & EQUIPMENT USED:

Personal computer, telephone,

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

1. The work environment is typically in an office setting.
2. The work requires operating of a motor vehicle.
3. The work requires field and site visits and inspections.
4. The work conditions (light, noise level, temperature, etc.) are typical of an office setting.
5. The employee may occasionally lift and/or move objects up to 15 pounds. Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the phone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Town Clerk.