

## **POSITION DESCRIPTION**

Class Title: Municipal Code Enforcement Officer  
Department: Inspection Department  
Location: City Hall  
FLSA Status: Exempt

### **GENERAL PURPOSE**

Performs varied types of field and office work in the interpretation and enforcement of Municipal Ordinances and Zoning laws, and related rules and regulations (other than the State Sanitary Code, State Uniform Construction Code or any of its subcodes, or the State Uniform Fire Code.)

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Construction Official.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works with and interprets Municipal Ordinances and Zoning laws, and initiates enforcement activity to ensure compliance.

Administers and enforces the terms and provisions of the City of Northfield's Rental Registration laws, and Zoning Development laws.

Periodically patrols local, state, and county roadways within the municipality; observes or inspects properties within the municipality to proactively monitor for violations of local ordinances and zoning laws.

Responds to complaints of potential code violations including but not limited to those relating to signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction debris, land use, zoning, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, and reports relating to zoning enforcement issues and actions.

Provides information to persons who request information or assistance in Zoning or code enforcement related matters.

Establishes and maintains a complete and comprehensive record system for inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Coordinates efforts with the police, planning, building, fire, plumbing, electric code officials and

related departments, the prosecuting attorney, and other staff or agencies, as needed.

Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

## **PERIPHERAL DUTIES**

None

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a high school or GED equivalent;
- (B) Two years' experience related to inspection, law enforcement, building inspection, land use, or a related field, or
- (C) Any equivalent combination of education and experience.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;

Skill in operating the listed tools and equipment;

Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people. Ability to take and maintain a firm, correct stand when controversial matters are considered.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position

## **SPECIAL REQUIREMENTS**

Must possess a valid New Jersey driver's license.

NJ Zoning Official Certificate preferred.

NJ Certified Fire Official/Inspector preferred

## **TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Word and Microsoft Excel software applications; phone; mobile or portable radio, copy and fax machine.

## **PHYSICAL DEMANDS**

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.