

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Code Enforcement Officer
<b>Job Code</b>	1011
<b>FLSA Status</b>	Non-exempt
<b>Pay Grade</b>	108

### GENERAL POSITION SUMMARY

Code Enforcement Officers perform a wide variety of code enforcement duties related to City codes and ordinances. Inspect buildings and sites for compliance with property maintenance, zoning and housing codes and ordinances. Performs residential rental inspections including pools. Performs enforcement of applicable ordinances, codes and regulations related to zoning, land use, housing, health and safety, blight, and other matters of public concern. Serve as a resource and provides information on City regulations to property owners, residents, businesses, the public and City departments. Ensures work quality and adherence to established policies and procedures. Required to work some nights and weekends to effectively monitor and enforce City codes and ordinances.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Perform the full range of code enforcement duties; perform a variety of field and office work in support of the code enforcement program; enforce compliance with regulations and ordinances including those pertaining to zoning, land use, housing codes, building codes, health and safety, property maintenance and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of zoning and related codes and ordinances.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business to resolve violations; issue and post warning notices, notices of violation, corrective notices, orders to comply and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business to resolve violations; issue and post warning notices, notices of violation, corrective notices, orders to comply and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

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- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job-related activities.
- Oversee City residential rental program, to include performing residential rental and pool inspections to ensure compliance with regulations and ordinances related to the property maintenance and housing codes.
- Assist with building inspection and licensing issuance processes as needed.
- Establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and/or departments and the public.
- Performs related work as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A high school diploma (or GED equivalent) and additional training or up to one (1) year of job-related course work after high school
- At least three (3) to five (5) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard driver's license

### OTHER JOB REQUIREMENTS

- Property Maintenance & Housing Inspector Certification
- Permit Technician Certificate

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Building materials, methods and practices
- City safety codes, policies and guidelines
- City ordinances, building codes, zoning regulations, health and safety codes

#### Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature

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- Verbal and written communication
- Negotiation and problem solving
- Investigations
- Independent judgment
- Recordkeeping and organization

**Ability to:**

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Detect structural defects, improper construction, violations of applicable codes, ordinances to recommend corrective actions
- Interpret building construction plans, specifications and blueprints
- Enforce codes and ordinances firmly, tactfully, and impartially.
- Prepare notices, reports, or communication

**WORK ENVIRONMENT/CONDITIONS**

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)			X
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds		X	
Communicable diseases			X
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold ( <i>below 32 degrees</i> )			X
Extreme heat ( <i>above 100 degrees</i> )			X
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration	X		
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste			X
Loud noises ( <i>85+ decibels</i> )	X		

### 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.*

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	9/11/2018
<b>Dates revised</b>	06/12/2023