

CITY OF MARTINSBURG



<b>JOB: CODE ENFORCEMENT OFFICER</b>	<b>DATE: 7/17/2017</b>
<b>PAY GRADE: 12</b> <b>PAGE 1 OF 5</b>	<b>CODED TITLE: 1020</b> <b>REPORTS TO: CITY</b> <b>ENGINEER/PLANNING DIRECTOR</b>

**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: CODE ENFORCEMENT OFFICER**

<b>• PAY STATUS: NON-EXEMPT</b>	<b>CODED TITLE: 1020</b>
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**2. REQUIREMENTS:**

<b>Education:</b>	<p>Graduation from high school or GED and two (2) years experience related to inspection, land use, any related fields or any equivalent combination of education and experience.</p>
<b>Licensing, Registration or Certification:</b>	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess and maintain a valid WV driver's license.</p> <p>Must demonstrate successful training and passage of the following examination necessary to be certified as a "Property Maintenance Inspector" by the International Code Council: 64 Property Maintenance &amp; Housing Inspector (as outlined in Legislative Rule, Title 87, Series 7, providing standards for certification and continuing education of public sector building code officials, inspectors and plans examiners).</p> <p>Must accept and successfully complete continued training in the code enforcement field.</p>
<b>Experience</b>	<p>Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.</p>
<b>Skills, Knowledge and Abilities:</b>	<p>Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.</p> <p>Working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.</p> <p>Working knowledge of inspection techniques.</p> <p>Skill in the operation of computers, computer software, copiers, fax machines, telephones, drafting equipment, calculators, portable or mobile radio and measurement devices.</p> <p>Ability to prepare, organize and maintain inspection file data, reports and systems; ability to analyze problems and data and use sound judgment in drawing conclusions and making decisions.</p> <p>Ability to comprehend and articulate 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.</p>

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<b>JOB: CODE ENFORCEMENT OFFICER</b>	<b>DATE: 7/17/2017</b>
<b>PAY GRADE: 12</b> <b>PAGE 2 OF 5</b>	<b>CODED TITLE: 1020</b> <b>REPORTS TO: CITY</b> <b>ENGINEER/PLANNING DIRECTOR</b>

		<p>Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits as required.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Strong customer service orientation is essential. Customer service experience with strong, positive skills. Employee must be able to deal with disgruntled persons in a calm, reasonable and rational manner.</p>
<b>Physical:</b>	<b>Body Positions:</b>	Standing, walking, sitting,
	<b>Body Movements:</b>	<p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate testing instruments, computers and various pieces of office equipment.</p> <p>Reach with hands and arms.</p> <p>Must be able to lift and/or move up to 25 pounds.</p> <p>Walk, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>
	<b>Body Senses</b>	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
<b>Mental:</b>	<b>Language</b>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p> <p>Must be able to communicate effectively verbally and in writing.</p>
	<b>Supervision Exercised</b>	None

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<b>PAY GRADE: 12</b>	<b>CODED TITLE: 1020</b>
<b>PAGE 3 OF 5</b>	<b>REPORTS TO: CITY ENGINEER/PLANNING DIRECTOR</b>

	<b>Reasonable Accommodations</b>	<b>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b>
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**3. WORKING CONDITIONS:** Work is performed mostly in field settings with considerable outdoor work in the inspection of various code enforcement matters. Field inspections are subject to all weather conditions which may cause hazardous circumstances. Noise level may range from quiet in the office to moderate to loud in the field. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

**4. TASKS and DUTIES OF JOB: General Definition:** Performs a variety of routine code enforcement work in the interpretation and enforcement of adopted codes and related rules and regulations.

1	Maintains the required confidentiality of all work.
2	Periodically patrols or inspects an assigned area to monitor for violations of local codes.
3	Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting or other property maintenance code related matters.
4	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 and /or citations.
5	Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
6	Distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.
7	Provides information to contractors, builders, citizens and others seeking assistance in code enforcement.
8	Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
9	Coordinates efforts with the police, public works, parking and other related departments, the prosecuting attorney, and other staff or agencies under the guidance of the City Planner.

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<b>PAY GRADE: 12</b>	<b>CODED TITLE: 1020</b>
<b>PAGE 4 OF 5</b>	<b>REPORTS TO: CITY ENGINEER/PLANNING DIRECTOR</b>

<b>10</b>	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.
<b>11</b>	Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
<b>12</b>	Any and all other duties assigned by the City Engineer/Planning Director and/or designated representative.
<b>5. MEASURES OF PERFORMANCE:</b>	
<b>1</b>	Has a thorough understanding of job duties.
<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
<b>4</b>	Accepts and adapts to change, Learns new things quickly.
<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision.
<b>6</b>	Has ability to multi task in changing situations, without undo stress or frustration.
<b>7</b>	Practices quality employee/customer service/phone manner.
<b>8</b>	Accurate in duties as assigned.
<b>9</b>	Prepares required reports accurately and timely.
<b>10</b>	Strives to develop and maintain skills necessary to progress in the Code Enforcement Officer position. Seeks opportunities to grow and develop in position.

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**JOB: CODE ENFORCEMENT OFFICER**

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**PAY GRADE: 12  
PAGE 5 OF 5**

**CODED TITLE: 1020  
REPORTS TO: CITY  
ENGINEER/PLANNING DIRECTOR**

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

**Employee**

**Date**

**Supervisor**

**Date**