



City of Milford

Code Enforcement Official I

Pay Grade: G09

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: 5 years of experience in general building construction with increasing responsibilities; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass testing for substance abuse and criminal background investigation.

Upon Hire: Must possess or pass Property Maintenance and Housing Inspector, Certified Zoning Enforcement Officer, and Code Enforcement Administrator certifications through the American Association of Code Enforcement within 18 months as a condition of employment.

Minimum Education Requirements: Completion of standard high school course work or GED

Direct Supervisor: Planning & Economic Development Director

Supervisory Responsibility: None

Primary Work Location: In/around the city, with reporting, office duties and meetings, at the City Hall.

Job Summary: Inspects buildings and sites for compliance with property maintenance, zoning and housing codes and ordinances. Performs residential rental inspections. 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 general public and City departments. Ensures work quality and adherence to established policies and procedures.

The Code Enforcement Official I shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service.

Supervision Received: Work is performed under the general supervision of the Planning & Economic Development Director.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. 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.
- B. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of zoning and related codes and ordinances.
- C. Enforcement of property maintenance code, housing codes and zoning ordinances.
- D. Assist with building inspection and licensing issuance processes as needed.
- E. Coordinate community development programs for housing rehabilitation projects with outside agencies.
- F. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violations; issue and post warning



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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.

- G. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings in court proceedings as required.
- H. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job-related activities.
- I. Perform residential rental inspections and ensure compliance with regulations and ordinances related to the property maintenance and housing codes.
- J. Coordinate efforts with Kent County and Sussex County Community Development Block Grant programs to assist citizens with compliance of applicable City Codes.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Housing, property maintenance, building and zoning code and related ordinances of the City of Milford as well as familiarity with recorded site plans and land subdivision process
- Materials, methods, and practices used in code enforcement
- Personal computers and pertinent applications

Skills

- Communication - Oral and written communication.
- Meet expectations for quality service and delivery dates with good time management
- Software applications that apply to work assigned

Abilities

- Enforce codes and regulations firmly, tactfully and impartially.
- Establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Head _____

Employee _____

Director of Human Resources _____