



City of Milford

Code Enforcement Official

Pay Grade: 6

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Two (2) years' experience zoning, building or other code inspection and enforcement; 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. Subject to random drug testing in accordance with City policy. Property Maintenance and Housing Inspector Certification is required within 18 months of hire.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Planning Director

Supervisory Responsibility: None

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

Job Summary: The Code Enforcement Official performs routine inspections of subdivision and development projects to ensure compliance with zoning and land use ordinances and regulations. This includes conducting property maintenance code inspections and enforcement. The inspector independently evaluates properties to verify compliance with property maintenance codes, zoning ordinances, and development conditions established during the review and approval process. Additional duties are performed as required.

The Code Enforcement Official 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. The Code Enforcement Official shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

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

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

- **Code Enforcement & Field Work:** Performs a full range of code enforcement duties, executing both field and office tasks to ensure compliance with regulations and ordinances—including zoning, land use, sign codes, housing codes, building codes, health and safety, property maintenance, and other public concerns.
- **Citizen Complaint Response:** Receives and responds to citizen complaints and reports from agencies and City departments regarding alleged violations of zoning and related codes and ordinances.
- **Field Investigations & Compliance Enforcement:** Conducts field investigations and property inspections to identify violations; contacts property owners to resolve issues; issues and posts warning notices, violation and corrective notices, orders to comply, and other related documentation; and performs follow-up actions (via letters, inspections, calls, meetings, and negotiations) to secure compliance.
- **Property Maintenance Enforcement:** Enforces property maintenance, housing, and zoning codes to maintain community standards.
- **Legal Support & Court Testimony:** Prepares evidence for legal actions, appears in



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court as necessary, and testifies at hearings regarding code enforcement matters.

- **Documentation & Case Management:** Maintains accurate documentation and case files for all investigations, inspections, enforcement actions, and related activities.
- **Other Duties:** Performs other duties as assigned.

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

- General zoning and land use ordinances and regulations.
- Building and site construction processes.
- Principles, practices, methods and techniques of investigation and code enforcement.
- Personal computers and pertinent applications.

Skills

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

Abilities

- Learns, interprets, and applies City codes, ordinances, or State laws and regulations pertaining to zoning and land use.
- Reads, interprets, and applies information from construction plans and documents.
- Responds to inquiries, complaints, and requests for service in an impartial, tactful, and firm manner.
- Works independently in the absence of supervision.
- Edits, proofreads, and meets standards of quality for reports, forms, and other material to be internally and externally distributed.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Regular and timely attendance.
- Performance of duties in a safe manner.

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 position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
