

	<b>Job Description:</b>	<b>Code Enforcement Officer/Housing Inspector</b>
	<b>Full Time/Part Time:</b>	<b>Full Time</b>
	<b>Department:</b>	<b>Planning and Zoning</b>
	<b>Reports to:</b>	<b>Planning and Zoning Director</b>
	<b>FSLA status:</b>	<b>Non-exempt</b>

**Position Summary**

The City of Manchester is seeking a Code Enforcement Officer to investigate housing, residential/commercial building, land use, zoning, businesses, and other property complaints; to enforce municipal, nuisance and property maintenance codes; and perform residential occupancy inspections. This position will split time between public counter, phone, email inquiries, and other administrative support tasks conducted in an office and working in the field investigating enforcement cases. This position reports directly to the Director of Planning, Zoning and Economic Development.

**Essential Duties and Responsibilities**

*The following duties, responsibilities and expectations are not necessarily limited to the following, and are not enumerated in any particular order or priority. At any particular time the frequency or duration with which one or more of the following specific duties is performed may vary widely.*

- Performs a variety of field and office work in support of code enforcement
- Responds to complaints on violations of City codes and ordinances; conducts investigations; interviews complainant and witnesses; inspects residential and commercial properties for code violations
- Prepares and provides case documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required (some evening hours are required)
- Patrols area to identify and evaluate problem areas and/or ordinance violations; conducts property inspections
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement
- Creates and prepares a variety of written reports, memos, and correspondence related to enforcement activities
- Maintains current knowledge of the International Property Maintenance Code and International Building Codes
- Reviews permits for zoning approval issues
- Assists Director in developing code enforcement policies and procedures
- Attends meetings as required and serves as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of codes and ordinances; interprets and explains municipal codes and ordinances to members of the

general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone

- Performs other related duties, as assigned

### **Knowledge Skills and Abilities**

- Proficient with Microsoft Office including data entry, spread sheets, word processing
- Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public and enjoys interacting with people
- Provide efficient customer service and communicating clearly and objectively both verbally and in writing
- General provisions of housing, building, property maintenance codes and other adopted codes
- Regulations, laws, and requirements for courtroom testimony and evidence documentation
- Principles and best practices regarding case management
- Basic terminology used in interpreting the building codes and zoning regulations

### **Minimum Requirements – Education Certification and Experience**

High school diploma or GED, plus at least two years of experience in Code Enforcement, building construction/inspections, or any equivalent combination of education/experience/training that provides the required knowledge, skills and abilities. ICC certifications are desirable and/or ability to be certified in Property Maintenance within 6 months.

### **Work Environment**

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and operating motor vehicles or equipment; work frequently requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic)
- Regularly requires standing, walking and using hands to handle or feel, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting

*The above statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an all-inclusive list of all duties, responsibilities and skills required for the position.*

**The City of Manchester offers an excellent benefits package including medical, dental, vision, life insurance, paid sick leave, vacation time, paid holidays, and retirement.**

**Salary Range:** \$37,016 - \$53,673

### **How to Apply:**

Please apply online

(<http://manchestermo.gov/Jobs.aspx?UniqueId=99&From=All&CommunityJobs=False&JobID=Code-Enforcement-OfficerHousing-Inspecto-25>) or send your resume to Jennifer Fitzgerald at [jfitzgerald@manchestermo.gov](mailto:jfitzgerald@manchestermo.gov).