

**Town of Delmar
Job Description**

Job Title: Code Enforcement Officer
Department: Administration - Town Municipal Building
Reports to: Town Manager
Report directly to the Planning & Zoning Director for all approved absences, sick, vacation, comp time, etc.
FLSA Status: Non-Exempt
Supervision Exercised: None
Prepared By: Administrative Assistant, Starr Conaway, CMC
Prepared Date: 03/11/2025

Schedule:

Mon. thru Fri. 8:00 a.m. - 4:30 p.m.

Evening meetings are required and included in regular 40 hr. work week. Perform Evenings inspection as required.

Specialized Training:

High School Education or GED; Minimum of 4 years work experience.

Professional training in Performing Construction Inspection is highly preferred.

Building Inspector's Licenses/Certifications MD/DE specific as applicable a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment to the class.

Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

Answers inquiries from and advises property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory practices and current active code enforcement cases; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other town departments and other governmental agencies when necessary.

Rental Inspections - Schedule, send notices and conduct annual rental property inspections. Perform a written inspection report for each unit inspected. Schedule and conduct follow up visit for any code violations noted on the report. Coordinate with any necessary outside agencies for matters above and beyond the Town's authority. Maintain a current data base of all rental properties, with detail that include the property owner name, last rental inspection date; code violations noted and any validate complaints.

Perform preliminary inspection, sporadic inspections during project construction, and final inspection on all project sites.

Building Permits - Prepare and Issue Building Permit as requested in accordance with Town standards. Perform frequent progress inspections during construction, renovations, etc. to validate work is being performed accordance to Town Standard. If necessary consult with Town Engineers for guidance in matters above your level of training. Maintain a current data base of all issuance of building permits. Submit reports to appropriate County and State Agencies as requested.

Consults with and coordinates activities with Planning & Zoning Director, the Town Manager, Town Attorneys, Department Heads and other Town staff; assists with preparing new municipal codes and revising existing ordinances.

Maintains accurate, complete records of complaints, inspections, violations and citations; prepares monthly written reports detailing code enforcement activity and results for presentation to the Town Council/Commission.

Represents the City in court; testifies regarding code violations.

DESIRED MINIMUM QUALIFICATIONS:

Knowledge of:

Town, county, state and federal laws and regulations pertaining to land use, zoning, building permits, property maintenance, health public safety, disabled access and public nuisance; methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations; principles and methods of research and investigation related to code enforcement; effective public relations practices; evidentiary requirements for courts of law; applicable state and federal regulations regarding disabled access.

Ability to:

Recognize conditions that constitute code violations in the Town of Delmar; use effective inter-personal techniques to interact with citizens and the public when explaining town health, public safety, zoning/land use codes and permit requirements; analyze potential code violations accurately and adopt effective resolution processes; research and interpret land use, zoning, planning and construction-related codes and investigations; prepare comprehensive reports and deliver oral and written presentations as required; carry out duties with a minimum of supervision.

PHYSICAL AND MENTAL 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Town staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet, humid, hot, cold conditions. The noise level is occasionally loud.

SPECIAL CONDITIONS:

Possession of a valid driver's license.

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