

CODE ENFORCEMENT OFFICER

GENERAL DESCRIPTION

Under direction, performs varied types of field and office work to enforce all aspects of the Borough's codes and ordinances and related regulatory requirements, including but not limited to provisions of the BOCA National Property Maintenance Code and Chapter 203: Property Maintenance, of the Code of the Borough of Palmyra, for the general safety, health, welfare and well-being of residents and property owners within the Borough of Palmyra. Works directly with the community and provides technical support and/or assistance to residents and residential and business property owners as necessary.

The Code Enforcement Officer is also responsible for administration and enforcement of the Borough's Ordinance to Regulate Vacant Properties and Ordinance Establishing an Abandoned Property List. The Code Enforcement Officer is the Public Officer responsible for placing said properties on the Abandoned Property List established pursuant to N.J.S.A. 55:19-55.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Respond to calls and investigate complaints of violation of code, ordinance, nuisance, or otherwise non-compliant conditions on private and public property such as snow and ice accumulation, unsanitary or potentially dangerous conditions, obstructions, accumulations of garbage and refuse, noxious weeds, abandoned vehicles, and unsightly conditions of property and structures, and orders such matters abated as required.
- Coordinate efforts requiring joint inspections with other county or municipal agencies or departments and/or refers matters to appropriate officials.
- Provide recommendations to resolve any complaints concerning code violations.
- Perform routine patrols of the Borough and/or otherwise initiate inspections; issuing warnings and citations for violations in relation to enforcement of Borough codes and ordinances.
- Prepare cases for presentation to Municipal Court and testifies as necessary.
- Researches and identifies code violations and issues notices of violation for said violation(s).
- Photograph and document code violations.
- Prepare regular reports as directed and maintain complete and comprehensive records and files.
- Assists in promulgation of municipal ordinances and related regulations.
- Attend Borough Council, Land Use Board and other meetings of municipal agencies and/or departments as requested.
- Maintains Abandoned Property List as Public Officer pursuant to N.J.S.A. 55:19-55 and is responsible for administration of same and all related statutes.
- Perform other related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Two years' experience conducting inspections or investigations to detect violations of and to ensure compliance with; laws, rules, regulations, policies, procedures, and ordinances.

Must possess and maintain a valid New Jersey's drivers' license.

High School Diploma and/or GED required; some college preferred.

Must possess and maintain a current New Jersey Housing Inspector and/or UCC Building or Fire Inspector licenses.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Knowledge of applicable state and municipal laws, rules, ordinances and regulatory standards.
- Knowledge of investigative principles, methods and techniques, and case management principles for the purpose of establishing documentation and audit trail for legal purposes.
- Knowledge of record keeping, report preparation, filing methods, records management techniques, and Open Public Records Act regulations.
- Ability to apply sound principles of independent judgment, persuasive personal communication skills, and to be independent and motivated worker.
- Must exercise discretion during inspection activities.
- Ability to write clear, concise letters and memorandum using standard business English, spelling and punctuation.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to read and interpret various official documents such as ordinances.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability and willingness to attend and satisfactorily complete related instructional and/or certification courses as directed.

While the Borough of Palmyra is not a Civil Service Agency, the Borough may rely on the New Jersey Civil Service Commission Job Specification and/or other criteria when defining the duties and responsibilities for Code Enforcement Officer. Click [HERE](#) for more information.