

Middletown, CT Job Description

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|-----------------------------|----------------------------------|
| Classification Title | Housing Code Enforcement Officer |
| Job Code | |
| Department | Health |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

PURPOSE OF POSITION

The purpose of this position is to perform inspection, review and enforcement duties in administering housing codes, laws and statutes. ~~to organize and coordinate emergency housing services and to monitor housing codes and recommend amendments. The work is performed under the direction of the Chief Housing Code Enforcement Officer and Director of Health.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~• Acts as Fire Marshal in one and two family houses where other Fire Marshal has no jurisdiction.~~
- Inspects dwellings, houses, elderly housing facilities, public and commercial housing and other buildings and structures. ~~;~~ ~~i~~ Inspects plumbing components, electrical wiring and carpentry. ~~;~~ ~~e~~ ~~C~~ Conducts fire hazard inspections.
- Receives complaints of housing code violations. ~~;~~ ~~i~~ Investigates complaints and directs corrective action as needed.
- ~~• Interprets and enforces housing codes, statutes and laws. ~~;~~ ~~i~~ Issues notice of violations, legal orders, arrest warrants and condemnation orders. ~~;~~ ~~m~~ ~~a~~ ~~k~~ ~~e~~ ~~s~~ ~~j~~ ~~u~~ ~~d~~ ~~g~~ ~~e~~ ~~m~~ ~~e~~ ~~n~~ ~~t~~ ~~o~~ ~~n~~ ~~h~~ ~~o~~ ~~u~~ ~~s~~ ~~i~~ ~~n~~ ~~g~~ ~~v~~ ~~i~~ ~~o~~ ~~l~~ ~~a~~ ~~t~~ ~~i~~ ~~o~~ ~~n~~ ~~s~~ ~~;~~ ~~m~~ ~~e~~ ~~e~~ ~~t~~ ~~s~~ ~~w~~ ~~i~~ ~~t~~ ~~h~~ ~~o~~ ~~p~~ ~~r~~ ~~o~~ ~~s~~ ~~e~~ ~~c~~ ~~u~~ ~~t~~ ~~o~~ ~~r~~ ~~s~~ ~~;~~ ~~a~~ ~~t~~ ~~t~~ ~~o~~ ~~r~~ ~~n~~ ~~e~~ ~~y~~ ~~s~~ ~~a~~ ~~n~~ ~~d~~ ~~c~~ ~~i~~ ~~t~~ ~~y~~ ~~a~~ ~~g~~ ~~e~~ ~~n~~ ~~c~~ ~~i~~ ~~e~~ ~~s~~ ~~r~~ ~~e~~ ~~g~~ ~~a~~ ~~r~~ ~~d~~ ~~i~~ ~~n~~ ~~g~~ ~~a~~ ~~c~~ ~~t~~ ~~i~~ ~~v~~ ~~e~~ ~~n~~ ~~e~~ ~~d~~ ~~i~~ ~~n~~ ~~g~~ ~~.~~ ~~L~~ ~~i~~ ~~c~~ ~~e~~ ~~n~~ ~~s~~ ~~R~~ ~~o~~ ~~o~~ ~~m~~ ~~i~~ ~~n~~ ~~g~~ ~~H~~ ~~o~~ ~~u~~ ~~s~~ ~~e~~ ~~s~~ ~~;~~ ~~p~~ ~~l~~ ~~a~~ ~~c~~ ~~a~~ ~~r~~ ~~d~~ ~~s~~ ~~o~~ ~~n~~ ~~d~~ ~~w~~ ~~e~~ ~~l~~ ~~l~~ ~~i~~ ~~n~~ ~~g~~ ~~u~~ ~~n~~ ~~i~~ ~~t~~ ~~s~~ ~~u~~ ~~n~~ ~~f~~ ~~i~~ ~~t~~ ~~f~~ ~~o~~ ~~r~~ ~~h~~ ~~u~~ ~~m~~ ~~a~~ ~~n~~ ~~o~~ ~~c~~ ~~c~~ ~~u~~ ~~p~~ ~~a~~ ~~n~~ ~~c~~ ~~y~~ ~~.~~ ~~M~~ ~~o~~ ~~n~~ ~~i~~ ~~t~~ ~~o~~ ~~r~~ ~~s~~ ~~e~~ ~~v~~ ~~i~~ ~~c~~ ~~t~~ ~~i~~ ~~o~~ ~~n~~ ~~s~~ ~~.~~~~
- Responds to emergency situations regarding the life, health, safety and welfare of citizens. ~~;~~ ~~i~~ ~~s~~ ~~s~~ ~~u~~ ~~b~~ ~~j~~ ~~e~~ ~~c~~ ~~t~~ ~~o~~ ~~c~~ ~~a~~ ~~l~~ ~~l~~ ~~o~~ ~~r~~ ~~e~~ ~~m~~ ~~e~~ ~~n~~ ~~t~~ ~~r~~ ~~e~~ ~~s~~ ~~p~~ ~~o~~ ~~n~~ ~~s~~ ~~a~~ ~~f~~ ~~t~~ ~~e~~ ~~r~~ ~~h~~ ~~o~~ ~~u~~ ~~r~~ ~~s~~ ~~;~~ ~~a~~ ~~s~~ ~~s~~ ~~i~~ ~~s~~ ~~t~~ ~~s~~ ~~i~~ ~~n~~ ~~s~~ ~~p~~ ~~e~~ ~~c~~ ~~i~~ ~~a~~ ~~l~~ ~~h~~ ~~o~~ ~~u~~ ~~s~~ ~~i~~ ~~n~~ ~~g~~ ~~p~~ ~~l~~ ~~a~~ ~~c~~ ~~e~~ ~~m~~ ~~e~~ ~~n~~ ~~t~~ ~~s~~ ~~f~~ ~~o~~ ~~r~~ ~~t~~ ~~h~~ ~~e~~ ~~l~~ ~~d~~ ~~e~~ ~~r~~ ~~l~~ ~~y~~ ~~a~~ ~~n~~ ~~d~~ ~~h~~ ~~a~~ ~~n~~ ~~d~~ ~~i~~ ~~c~~ ~~a~~ ~~p~~ ~~p~~ ~~e~~ ~~d~~ ~~.~~ ~~R~~ ~~e~~ ~~s~~ ~~p~~ ~~o~~ ~~n~~ ~~d~~ ~~s~~ ~~t~~ ~~o~~ ~~a~~ ~~n~~ ~~d~~ ~~i~~ ~~n~~ ~~v~~ ~~e~~ ~~s~~ ~~t~~ ~~i~~ ~~g~~ ~~a~~ ~~t~~ ~~e~~ ~~s~~ ~~n~~ ~~u~~ ~~i~~ ~~s~~ ~~a~~ ~~n~~ ~~c~~ ~~e~~ ~~c~~ ~~o~~ ~~m~~ ~~p~~ ~~l~~ ~~a~~ ~~i~~ ~~n~~ ~~t~~ ~~s~~ ~~r~~ ~~e~~ ~~g~~ ~~a~~ ~~r~~ ~~d~~ ~~i~~ ~~n~~ ~~g~~ ~~a~~ ~~n~~ ~~i~~ ~~m~~ ~~a~~ ~~l~~ ~~s~~ ~~,~~ ~~g~~ ~~a~~ ~~r~~ ~~b~~ ~~a~~ ~~n~~ ~~c~~ ~~e~~ ~~,~~ ~~o~~ ~~r~~ ~~h~~ ~~a~~ ~~z~~ ~~a~~ ~~r~~ ~~d~~ ~~o~~ ~~u~~ ~~s~~ ~~.~~
- ~~• Coordinates efforts with other City departments. ~~;~~ ~~a~~ ~~s~~ ~~s~~ ~~i~~ ~~s~~ ~~t~~ ~~s~~ ~~w~~ ~~i~~ ~~t~~ ~~h~~ ~~t~~ ~~e~~ ~~c~~ ~~n~~ ~~i~~ ~~c~~ ~~a~~ ~~l~~ ~~s~~ ~~w~~ ~~i~~ ~~t~~ ~~h~~ ~~b~~ ~~u~~ ~~i~~ ~~l~~ ~~d~~ ~~i~~ ~~n~~ ~~g~~ ~~a~~ ~~n~~ ~~d~~ ~~f~~ ~~i~~ ~~r~~ ~~e~~ ~~o~~ ~~f~~ ~~f~~ ~~i~~ ~~c~~ ~~i~~ ~~a~~ ~~l~~ ~~s~~ ~~.~~ ~~;~~ ~~i~~ ~~n~~ ~~i~~ ~~t~~ ~~i~~ ~~a~~ ~~t~~ ~~e~~ ~~s~~ ~~i~~ ~~n~~ ~~s~~ ~~p~~ ~~e~~ ~~c~~ ~~t~~ ~~i~~ ~~o~~ ~~n~~ ~~s~~ ~~w~~ ~~i~~ ~~t~~ ~~h~~ ~~f~~ ~~i~~ ~~r~~ ~~e~~ ~~a~~ ~~n~~ ~~d~~ ~~b~~ ~~u~~ ~~i~~ ~~l~~ ~~d~~ ~~i~~ ~~n~~ ~~g~~ ~~o~~ ~~f~~ ~~f~~ ~~i~~ ~~c~~ ~~i~~ ~~a~~ ~~l~~ ~~s~~ ~~.~~~~

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~~Provides referrals to health and safety groups and programs, community and public agencies.~~

- ~~• Organizes and monitors lead abatement plans. Organizes and conducts block surveys.~~
- ~~• Reviews a variety of plans including housing plans; reviews demolition procedures, permits and blueprints.~~
- ~~• Prepares a variety of reports, documents and correspondence.~~
- ~~• Prepares court documents. Submits detailed summaries and recommendations. Assists in developing City ordinances.~~
- ~~• Monitors elevated lead blood levels in children; obtains hazardous material samples; conducts soil testing.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Associate's degree in Construction or the Trades with five years of inspection/enforcement experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. High School Diploma or equivalent.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~• Position requires the ability to obtain a Lead Inspector License and must possess a valid Connecticut Driver's License.~~

PREFERRED QUALIFICATIONS

~~Bachelor's degree and Lead Inspector License.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and~~

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~~referencing such to established criteria to define consequences and develop alternatives. Knowledge of local, state and federal laws and policies relative to public health/housing matters~~

- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, legal orders, warrants, laws, ordinances, statutes, manuals, maps, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Chief Enforcement Officer and all department personnel, other City departments, agencies, attorneys, owners, builders, trades people, and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fraction, algebra and geometry.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records

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- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, measuring and drafting instruments, testers, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

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

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| Date created: | 03/07/15 |
| Dates revised | |