

City of Burlington
Department of Administration



JOB POSTING

Chief Code Enforcement Officer (07381)

Posting Dates: Until Position is Filled

Salary Range: \$67,121 - \$83,073

Under direction, plans, organizes, directs, coordinates, and supervises the code enforcement program and staff and may perform varied types of fields and office work involved in seeing that resident, business places, and citizens comply with adopted codes, ordinances, and related rules and regulations other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes, State Uniform Fire Code, or any other code for which a license, registration, or certification is required by state law; does other related work.

EXAMPLE OF DUTIES: Directs, plans, organizes, supervises, and determines the nature, scope, and goals of the code enforcement office * Directs the inspection and re-inspection of various sites for violations of local codes and may personally perform some inspections* Attends court and acts as an expert on code enforcement matters* Compiles material needed for condemnation and court proceedings* Supervises the inspection of high rises and multiple dwelling properties for property maintenance code violations* Recommends modifications to and promulgates various codes, ordinances, and regulations* Recommends policies or changes in policy and procedures to appropriate officials * Provides assistance to the governing body in the promulgation of municipal ordinances regarding various codes to be enforced by the unit

KNOWLEDGE AND ABILITIES: Knowledge of the provisions of the municipal rules, regulations, policies, procedures, and ordinances * Knowledge of the problems involved in organizing work and developing effective work methods both in the field and in the office * Knowledge of the procedures to be followed and the precautions to be taken on observing and collecting significant facts to determine whether laws are being observed * Knowledge of writing reports that substantiate findings and serve as a basis for legal proceedings * Knowledge of supervisory and management methods and techniques * Ability to read and interpret municipal laws, rules, and regulations and apply them to specific cases* Ability to provide observations and record conditions and note significant facts * Ability to provide assignments and instruction to staff and supervise the performance of their work* Ability to evaluative judgments based on the application of statutory or regulatory provisions * Ability to plan, organize, and develop

inspection programs and projects * Ability to coordinate inspection and other code enforcement activities with the work of other organizations

Persons with mental or physical disabilities are eligible if they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in conducting inspections or investigations in order to detect violations of and ensure compliance with laws, rules, and regulations, two (2) years of which shall have been in a supervisory capacity.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law.

Interested candidates should mail a cover letter and resume to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email them to Zoraida Pagan at zpagan@burlingtonnj.us.

The City of Burlington is an Equal Opportunity Employer.