

City of Burlington  
Department of Administration



**JOB POSTING**

**Code Enforcement Officer (01285)**

Posting Dates: Until Position is Filled

**Salary Range: \$43,762 - \$67,702** (*Salary is commensurate with qualifications and experience*)

Under the direction of a Supervising Code Enforcement Officer or other supervisory official, performs varied types of fields and office work involved in seeing that resident, business establishments, 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 related work as required.

**EXAMPLE OF DUTIES:** Conducts field inspections and special investigations to ensure compliance with various municipal ordinances \* Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances \* Initiates necessary legal action against violators of various municipal ordinances \* Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances \* Establishes a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multiple dwelling properties, schools and places of worship and assembly \* Submits reports of inspections made including dates of inspection, code violations found, if any, notices of violation served, complaints filed with courts or agencies, and dates of compliance or disposition of cases \* Inspects high rise and multiple dwelling properties for property maintenance code violations \* Inspects the interior and exterior of premises for safety hazards and unsanitary conditions \* Inspects signs and outdoor light poles and stanchions for condition \* Receives complaints and inspects business premises for display of proper license, checks license to see that it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation \* Keep record of all abandoned properties within the jurisdiction, to keep banks abreast of payments due on said properties

**KNOWLEDGE AND ABILITIES:** Knowledge of provisions of the municipal rules, regulations, policies, procedures, and ordinances \* Knowledge of procedures to be followed and precautions to be taken when observing and collecting facts which are significant in determining whether laws are being observed \* Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings \* Ability to note significant conditions and to take proper action, when action is called for, in accordance with prescribed procedures \* Ability to make accurate observations and record conditions and note those things which are significant \* Ability to take and maintain a firm, correct stand when controversial matters are considered \* Ability to make evaluative judgments based on the application of statutory or regulatory provisions.

Persons with mental or physical disabilities are eligible if they can perform the 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:** One (1) year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations.

**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](mailto:zpagan@burlingtonnj.us).

The City of Burlington is an Equal Opportunity Employer.