

City of Burlington
Department of Administration



JOB POSTING

Code Enforcement Officer Trainee (07594)

Posting Dates: Until Position is Filled

Under the close supervision of a Supervising Code Enforcement Officer, or other supervisory official in a trainee program, performs productive work while receiving formal and/or on-the-job training 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:

- Under direct supervision of a code enforcement officer and as a trainee performs the following tasks:
- Reviews laws (ordinances) establishing minimum standards to interpret the code standards and to understand their application.
- Compares conditions, structures, hazards, and so forth to code standards, contracts, and so forth to determine conformance.
- May interview witnesses and other persons to obtain factual information.
- Learns to read and respond to submitted computer inquiries from the public.
- Conducts routine inspections for the purpose of ensuring compliance with a variety of local codes and ordinances.
- Walks or rides in a vehicle to examine conditions(s) which violate a local ordinance intended to control such activities as refuse disposal, display of permits/license, housing and property maintenance practices, multiple housing practices, and so forth.
- Learns to inspect high rise and multiple dwelling properties for property maintenance code violations.
- Records the nature of complaints, names, and personal observations to document the need for corrective action.
- Issues notices of violation to inform individuals of their failure to comply with code standards.
- Prepares written reports of inspections and other work reports to keep supervisors informed on status of work.
- Learns to keep record of all abandoned properties within the jurisdiction in order to keep banks abreast of payments due on said properties.
- Will be required to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

- Ability to read and understand laws, standards, and regulations pertaining to the safety and health of inhabitants of a community (occupancy in multiple dwelling or zoning districts, property maintenance practices, handling of refuse, posting of licenses/permits, and so forth).
- Ability to apply laws, standards, and regulations to actual conditions and situations.
- Ability to interview persons of varying background.
- Ability to use tact and courtesy in explaining the need for compliance.

- Ability to observe and reconcile significant conditions in practices pertaining to property maintenance, multiple dwelling occupancy, or zoning district practices, and so forth.
- Ability to compile inspection reports and work status reports.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

REQUIREMENTS

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.