

Municipal Code Enforcement Officer - Job Description 6/16/21

NATURE OF WORK

Individuals are responsible for enforcement of the Town of Williamsburg Municipal Codes under the direction of Town Clerk or designee, Town Judge, and/or Town board. Accurate recording of verbal warnings, written warnings, and written summons are essential.

Physical actions of stooping, kneeling, reaching, walking, working with the public is required. Tactful interaction with citizens and other agencies is required.

An employee in this position can be terminated with just cause at any time without notice and severance pay may not be provided.

SUPERVISION RECEIVED

Position is directly responsible to the Town board.

SUPERVISION PROVIDED

Occasional supervision of contractors and/or part time workers may be required.

DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities of this job:

1. Have a working knowledge of the Williamsburg Municipal Code (code)
2. Identify code areas that need clarification and/or enforcement corrections
3. Observe and seek compliance with code areas to include:
 - a. Animal Control-Secure, capture, transport as required
 - b. Trash & Rubbish Control-complete violation notices & followup
 - c. Noise & Nuisance Control-complete violation notices & followup
 - d. Health & Sanitation - complete violation notices & followup
 - e. Dog Licenses- issuance, filing, renewal notices, summons and fines issued for registration
4. Posting of customer notices as required

no

5. Approach general Williamsburg populace concerning code violations:

a. Issue written warnings as defined in Municipal Code Chapter 7 Document contact.

represent b. Issue written citation and summons to Town Court- document contact & the Town at scheduled Municipal Court sessions.

c. Ensure knowledge of any changes in the municipal codes,

6. Maintain a log to include:

1. Miles driven

2. Matter addressed

3. Action taken

4. Suspense date for further action

of. 5. Specification of further action to be taken if preceding action is not taken care

and 7. Provide a complete written and oral report of monthly activity to the Board of Trustees at each regular board meeting, to include all contacts, written warnings citations issued.

QUALIFICATIONS:

The minimum requirements for this position are:

1. Accurately read and write numbers, addresses, name and observations in English language.

2. Perform physical actions including stooping, kneeling, reaching, walking, and working occasionally during adverse weather as required.

3. Use tactful interaction with citizens concerning municipal codes.

4. Must be available to address potential violations when needed and as directed with follow up as directed.

5. Demonstrate an analytical thinking process, in decision making and contact with the public.

6. Produce reports, notices, and documentation, both oral and written as needed.

7. Have a clean, neat, and professional appearance.

8. Supply your own transportation and protective clothing.

WORKING CONDITIONS:

The Majority of work will be outdoors. The Code Enforcement Officer may be exposed to reactive citizens and/or situations. Specialty tools, cages, and equipment are supplied.

ESSENTIAL FUNCTIONS:

1. Enforce the Williamsburg Municipal Code.
2. Attend and represent the Town at Municipal Court.
3. Provide accurate and clear communications, both written and oral.
4. Use Successful, and tactful citizen interaction.

Regular working hours and/or limits may be assigned by the Town Board.