

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

PO DRAWER 576

DAMASCUS, VIRGINIA 24236-0576

TELEPHONE # 276-475-3831 ext.2

FAX # 276-475-3241

Email clerk@damascus.org

POSITION TITLE: Code Enforcement Officer

CATEGORY: Administration

POSITION PLACEMENT: Appointed by the Town Council

PUBLIC SERVANT: Serves at the pleasure of the Council

REPORTS TO: Town Manager

REQUIREMENTS: High school diploma or GED, *plus* education, certifications, and experience in a related field.

JOB SUMMARY: Under the direction of the Town Manager, provides interpersonal skills, knowledge of planning and compliance with laws, plus guidance and direction in enforcement of town code and/or proposed amendments to the code. Accountable record-keeping and enforcement of local codes. Actions will have considerable impact on financial resources, goodwill, and/or public assets of the town and Commonwealth. Significant interaction with diverse constituencies and public contact is required. (Performs related work as required.)

Duties as the Code Enforcement Officer may include, but are not limited to:

1. Assist in planning and organization of the overall operations of the Planning Commission and Board of Zoning Appeals.
2. Coordinate activities with other agencies, town officials and Town Manager; ensuring all laws, regulations and procedures are followed; maintain appropriate records and files.
3. Demonstrate and apply knowledge of federal, state, local laws, policies, and regulations.
4. Develop and provide issue analysis and alternatives for decision making.

5. Recommend and implement specific actions and ensure that decisions are implemented appropriately.
6. Formulate and implement public safety policy, procedures, rules, regulations, and programs with approval from the Council.
7. Keep organized records and prepare reports or other documents as necessary.
8. Assist in development of ordinances and enforce compliance; investigate cases of noncompliance and take any necessary disciplinary action.
9. Testify in court or legal proceedings, if necessary.
10. Establish and maintain an effective working relationship with the public and other employees.
11. Complete site visits and inspections of nuisances, zoning, or other code violations.
12. Complete require inspections related to approved permits issued.
13. Coordinate with the general public to increase awareness of local and state laws, including zoning, subdivisions, floodplain, building code, and other applicable laws.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must react quickly and calmly in emergency situations and to determine proper course of actions.
- Ability to ascertain facts by personal contact, observation and the examination of records. Ability to explain and interpret provisions of laws, ordinances and regulations to the employees and the public. Ability to deal effectively with citizen complaints regarding codes and ordinances.
- Must be able to prepare all necessary reports submitted to the Town Manager and Council, Planning Commission, and/or Board of Zoning Appeals.
- Ability to promote a favorable public image of the Town of Damascus; respond to complaints and questions in a cooperative, informative manor.

SPECIAL REQUIREMENTS:

- Valid State Driver's License, or ability to obtain one.

- At least 5 years' experience in code enforcement, regulation, law enforcement, or another related field.