

DEPARTMENT
OF
COMMUNITY
DEVELOPMENT

Division of Code Enforcement, Housing &
Animal Control
(Code Enforcement)

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: Code Enforcement

DEPARTMENT BUDGET CODE: 198

NARRATIVE SUMMARY

A. GENERAL DUTIES

Conduct on-site inspections or surveys to assess compliance with applicable codes. Perform investigations to substantiate alleged or suspected instances or patterns of non-compliance. Notify residents of violations, follow-up inspections, write summonses when needed. Court appearances when required. Assist other agencies when requested.

See attachments for each employee job specification sheet

- * Sr. Code Enforcement Officer - John W. Grillo
- * Code Enforcement Officer - Dennis O'Brien
- * Prin. Clerk Typist - Christie McDonald
- * Clerk - Rachel Radwanski (part-time)

B. SPECIFIC ACHIEVEMENTS FOR 2006

Two Ford Expeditions purchased
Two computers purchased
One HP printer purchased

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: Code Enforcement

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NARRATIVE SUMMARY

C. SPECIFIC OBJECTIVES FOR 2007

A. Computerization:

1. Implant system to better track inspections, summons issued, fees collected & dispositions
2. Have at least one office computer connected to County Computer
3. Update Lot & Block system to show map location & amount of acreage
4. Computerize re-inspections file

B. Oraganization:

1. Create database to automatically list daily re-inspections
2. Create database for better record keeping od assist other agency.

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS
HERETO ATTACHED _____

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TOWNSHIP OF JACKSON

DEPARTMENT NAME: CODE ENFORCEMENT

DEPARTMENT CODE: 7-01-22-198-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. CAP IC	2007 ADMIN. REC. OC	2007 FINAL
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SR. CODE ENF. OFF.	J. GRILLO	\$51,636				\$53,547
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TOTAL		\$51,636				\$53,547
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NOISE CONTROL OFF.	J. GRILLO	\$1,370				\$1,370
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TOTAL		\$1,370				\$1,370
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CODE ENF. OFF	D. O'BRIEN	\$42,602				\$44,178
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TOTAL		\$42,602				\$44,178
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NOISE CONTROL OFF.	D. O'BRIEN	\$1,370				\$1,370
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TOTAL		\$1,370				\$1,370
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PR. CLK. TYP.	C. MCDONALD	\$33,384				\$34,734
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TOTAL		\$33,384				\$34,734
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CLERK PT	R. RADWANSKI	\$7,800				\$8,060
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\$7.50/HR 20HR PER WK				\$7.75/HR		
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TOTAL		\$7,800				\$8,060
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ALARM BD. SECRETARY	D. MANDLOLA	\$1,080				\$1,080
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\$90 PER MEETING

12 MEETINGS

TOTAL		\$1,080				\$1,080
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CODE ENF. OFF.	NEW	\$0	\$31,000			\$0
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CLERK TYPIST	NEW	\$10,000	\$26,191			\$0
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OVERTIME		\$10,000				\$10,000
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\$149,112 BUDGETED IN 2006.

GRAND TOTAL:		\$159,242				\$154,339
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You are reading our New Jersey Department of Personnel Job Descriptions used to describe groups of jobs with similar characteristics. This is **not** a Job Vacancy Announcement.

Job Specification 07379

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under direction, takes the lead over other code enforcement officers and performs the work involved in seeing that residents, business places, and citizens comply with various municipal ordinances (other than the State Sanitary Code, State Uniform Construction Code or any of its subcodes, or State Uniform Fire Code); does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Takes the lead over and gives assignments to subordinate code enforcement officers.

Serves as a working leader, assigning work, checking reports, and training new employees.

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.

Reinspects property after completion of repairs to ensure that they comply to regulations.

Initiates necessary legal action against violators of various municipal ordinances.

Presents inspection findings in court cases.

May supervise the establishment and maintenance of records and files as assigned.

May assist in the promulgation of municipal ordinances.

Attends meetings of municipal boards or agencies including public meetings as required.

Appears and testifies in municipal court or other appropriate boards and agencies to obtain compliance with laws and ordinances.

Establishes a schedule of proposed systematic inspection of all properties in the municipality including interiors of businesses and multifamily premises as well as schools and places of worship and assembly.

Submits monthly reports of inspections made including names and

addresses of owners, occupants, or lessees of premises, dates of inspection, code violations found if any, notices of violations served, complaints filed with court or agencies, and dates of compliance or disposition of cases.

Coordinates inspections of occupancies requiring joint inspections with other public agencies such as the health department, building department, police department, and other appropriate bodies and agencies.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete, comprehensive record system of inspections.

Inspects the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions such as loose and overhanging objects, accumulation of ice, excavations, projections, obstructions, and so forth.

Inspects exterior porches, elevated patios, landings, balconies, stairs, and fire escapes to see that they are in good condition.

Inspects the exterior of structures to see that they are maintained in good repair and that they are free of broken glass, loose shingles, peeling paint, or crumbling stone, brick, or cement.

Inspects signs and outdoor light poles and stanchions for condition.

Receives and responds to complaints of alleged violations of local zoning code.

Conducts inspections of such sites and writes initial complaint and may refer matter to zoning officer.

Advises owner or other person of violations to the zoning code.

Receives complaints and inspects business premises for display of proper license, checks license to see if it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation.

In response to complaints, inspects site where garbage, refuse, and/or debris have accumulated and orders that the matter be abated or issues notices of violation of local code pertaining to same.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Three (3) years 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.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of municipal rules, regulations, policies, procedures, and ordinances after a period of training.

Knowledge of problems involved in organizing work and developing

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effective work methods both in the field and in the office.

Knowledge of inspection techniques.

Knowledge of methods used in writing reports that substantiate findings and serve as a basis for legal proceedings.

Knowledge of procedures to be followed and precautions to be taken in observing and collecting facts which are significant in determining whether laws are being observed.

Ability to analyze, comprehend, and interpret municipal rules, regulations, policies, procedures, and ordinances, and to apply them to specific cases.

Ability to note significant conditions and to take proper action when action is called for in accord with prescribed procedures.

Ability to make accurate observations and record conditions, and abstract and note those things which are significant.

Ability to give instructions to employees.

Ability to make the more difficult inspections and investigations without giving unnecessary offense.

Ability to take and maintain a firm, correct stand when controversial matters are considered.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to supervise the establishment and maintenance of records and files.

Ability to make evaluative judgments based on the application of statutory or regulatory provisions.

Ability 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, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 07379

RKR/hw

10/20/97

This job specification is for local government use only.

[HOME]

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Job Specification 01285

CODE ENFORCEMENT OFFICER

DEFINITION

Under direction, performs varied types of field and office work involved in seeing that residents, business places, and citizens comply with various municipal ordinances other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes or the State Uniform Fire Code; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

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.

Prepares needed reports.

Establishes and maintains needed records and files.

May assist in promulgation of municipal ordinances.

Attends meetings of municipal agencies as requested.

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 and multifamily premises as well as schools and places of worship and assembly.

Submits monthly reports of inspections made including names and addresses of owners, occupants, or lessees of premises, 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.

Coordinates inspections of occupancies requiring joint inspection with other public agencies such as the health department, building department, police department, and other appropriate bodies and agencies.

Attends public meetings when required of the Board of Adjustment,

Planning Board, and other appropriate boards and agencies.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete and comprehensive record system of inspections.

Inspects the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions such as loose and overhanging objects, accumulation of ice, excavations, projections, obstructions, and so forth.

Inspects exterior porches, elevated patios, landings, balconies, stairs, and fire escapes to see that they are in good condition.

Inspects the exterior of structures to see that they are maintained in good repair and that they are free of broken glass, loose shingles, peeling paint, or crumbling stone, brick, or cement.

Inspects signs and outdoor light poles and stanchions for condition.

Receives and responds to complaints of alleged violations of local zoning code.

Conducts inspections of such sites and writes initial complaint and may refer matter to zoning officer.

Advises owner or other person of violations to the zoning code.

Receives complaints and inspects business premises for display of proper license, checks license to see if it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation.

In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and orders that matter be abated or issues notices of violation of local code pertaining to same.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

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.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of the municipal rules, regulations, policies, procedures, and ordinances.

Knowledge of problems involved in organizing work and developing effective work methods both in the field and in the office.

Knowledge of procedures to be followed and precautions to be taken on 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.

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