

# City of Somersworth ~ Job Opening



**Department:** Development Services  
**Position Title:** Code Compliance Officer  
**Pay Range:** \$21.3009 to \$25.8512

**Qualifications:** Associate's Degree with emphasis in communications, public administration or community development coursework, and three years increasingly responsible experience in a related field is preferred. An equivalent combination of education and experience may be considered. Working knowledge of principles and practices of land use regulation, property maintenance and nuisance codes and health and safety standards is preferred. Must possess knowledge of inspection, enforcement and research, procedures and techniques, and strong knowledge of report preparation and records maintenance procedures. Strong communications skills and ability to interpret, apply and explain rules, regulations, policies, procedures and codes effectively is required. Ability to establish and maintain effective working relationships with other employees and the public is required. Valid driver's license required.

**Duties/Responsibilities:** Performs activities related to the administration and implementation of the City's Property Maintenance Code Enforcement Program, municipal codes, ordinance and regulations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development of goals for the Code Enforcement Program that reflects an awareness of private property rights and evaluates the effectiveness of work programs to accomplish these goals.
- Receives complaints and prioritizes issues; logs in and tracks complaints; researches and makes determinations of appropriate codes to address complaints to bring compliance.
- Enforces Property Maintenance Code and Planning Board conditions of approval; initiates inspection and enforcement actions as prescribed by state statute and city ordinances, provides preliminary interpretation of zoning ordinances.
- Maintains computerized records and establishes sufficient background information to proceed with legal action if necessary.
- Inspects sites, buildings and premises to determine validity of complaints; to determine violations of the City's ordinances or regulations and to gain evidence and information to write violation notices or take other necessary action to gain compliance with city ordinances and regulations.
- Attend Zoning Board of Adjustments (ZBA) meetings and ensures compliance of ZBA permits.
- Advise property owners, developers, business owners and the public of violations; and determine remedial actions.
- Prepares violation notices as pursuant to applicable laws and ordinance to notify all parties involved in the violations, where violations exist, and the required abatement.
- Represents city in court involving Property Maintenance/Zoning issues/City Ordinance issues.
- May posts condemned buildings as appropriate and as authorized.
- Attends seminars and meetings and maintains current knowledge of code requirements and related City ordinances.
- Maintain records and submits periodic reports to the Director of Planning and Community Development and City Manager as required.
- May serve as backup to Code Enforcement Officer in his/her absence.
- Performs other related duties as required.

## Scope of Examination:

Finalist must complete pre-employment screening to include; physical, drug test & background check.

## To Apply:

City of Somersworth, City Hall  
One Government Way  
Somersworth, NH 03878

Linda Corriveau, Human Resources Manager  
603-692-9529

**Date Re-posted:** October 26, 2018      **Closing Date:** Reviewed as received, Open Until Filled

**The City of Somersworth is an Equal Opportunity Employer**