



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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JOB POSTING
BUILDING DEPARTMENT
CODE ENFORCEMENT OFFICER

Job Title: Code Enforcement Officer

Civil Service: N/A

Schedule: Part-Time, 19 hours per week, Saturday morning hours required

Pay: \$20-\$25 per hour, Depending on Qualifications

Summary: (Full job description available at the HR Dept., City Hall)

The City of Peabody is seeking a motivated, reliable, responsible person to fill the part-time position of Code Enforcement Officer. The Code Enforcement Officer will work under the direct and general supervision of the Building Commissioner. The position is both administrative and technical, will average 19 hours per week throughout the year, requiring occasional early morning hours, evening hours and regular Saturday morning hours. The focus of the code enforcement activity will be related to zoning, health and safety, signage, building code and occupancy issues in the downtown, nearby neighborhoods, commercial districts and as otherwise directed based on the needs of the City.

Essential Duties and Responsibilities:

The major duties and responsibilities of the Code Enforcement Officer are as follows:

- Performing a variety of field and office work in support of code enforcement in the City of Peabody.
- Being familiar with and knowledgeable about relevant city and state code, regulations and ordinances.
- Having a working knowledge of the City's online permitting program.
- Educating residents and business owners regarding city and state code, regulations and ordinances in order to promote compliance.
- Engaging with citizens and business owners to provide education and on-going support for those who are showing a good faith effort in bringing their properties into compliance.
- Receiving and responding to citizen complaints and reports from other departments on alleged violations of City regulations, municipal codes and ordinances; conducting investigations, interviewing witnesses, and making recommendations for resolution. Preparing a variety of written reports, memos and correspondence related to enforcement activities.
- Tracking and filing reports, photos and evidence; researching, compiling and collecting a variety of data; and issuing and processing local citations and handling court hearings when necessary.
- Tracking permits, citation history and evaluating ongoing next-steps.
- Working in collaboration with City Building Department, City Health Department and City Business Liaison to identify violations, potential compliance issues and to address issues in a timely and professional manner.
- Gathering and recording information, evidence and case files on investigations, inspections, enforcement actions and other job-related activity.

- Discussing on case by case basis code, regulation and ordinance violations with Building Commissioner, collaborating with City Solicitors as required.
- Additional duties as may be assigned.

Qualifications:

Education & Experience: High School diploma or equivalent required. Demonstrated working knowledge of city zoning ordinances and regulations, land use, building code and health department ordinances; familiarity with sign ordinances, trash ordinances and pest control standards is highly desired. At least one year of work experience involving a high level of public contact including code enforcement, inspectional services, and/or customer service preferred. Required Skills: Outstanding customer service skills required. Ability to work independently and as part of a team, demonstrated organizational skills and strong attention to detail required. Must be able to read and write in English, draft reports and keep records as may be required. Must be able to hear sufficiently to communicate with other workers effectively and perform work tasks safely. Excellent oral communication skills and computer skills a must. Valid MA driver's license required.

Posting Date: **February 8, 2018**

Qualified candidates please apply by submitting resume and cover letter or application **on or before 12:30 PM on Friday, February 23, 2018** at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-278-1544.