

**TOWN OF SOUTH BETHANY
CODE ENFORCEMENT CONSTABLE
POSITION DESCRIPTION**

Summary of Position

The Code Enforcement Constable reports to the Town Manager and is responsible for performing the field support function of the following responsibilities as well as various administrative duties:

1. Is responsible for working effectively with an Assistant, appointed by the Town Manager from the Administrative Staff, in order to complete the various administrative duties.
2. Is also responsible for working effectively with the Maintenance Personnel; both shall provide each other with assistance as needed.
3. Should be a self-starter and have the ability to plan and carry out a wide variety of tasks.
4. Must possess strong but tactful interpersonal communications and writing skills.
5. Must possess strong computer skills.
6. Possess a valid driver's license.

Responsibilities of Work

1. Issue, maintain files and follow through on all building permits, including fees collected:
 - Verify applicable Town codes and regulations have been met. Also applicable State and County requirements.
 - Assure adherence to Federal and State Flood Zone Maps.
 - Act as National Flood Insurance Program (NFIP) Coordinator and the Community Rating System (CRS) Coordinator. Organize paperwork and necessary documentation to apply for the programs and maintain Town records for recertification. This may involve attending a week-long seminar out of state and in-state meetings to keep up to date on NFIP guidelines.
 - See that all Building Permit Fees due the Town have been paid prior to issuance of an approved permit.
 - Assure that all contractors, merchants, and realtors have current mercantile licenses prior to the issuance of an approved permit.
 - Visit and inspect construction sites daily to ascertain that the approved plans are being followed and issue a "Stop Work Order" if changes or violations are found. Daily inspections on active permits.
 - Issue a "Certificate of Occupancy" after a final site inspection has been made and complete compliance noted.
2. Code Enforcement. Make daily inspections throughout the Town. Enforce all policies, laws, and chapters of the Code of the Town of South Bethany pertaining to the position. Issue notification on any violation thereof.
3. Issue monthly reports to Town, County, and State regarding building permits issued.
4. Act as a liaison between the Town and Federal/State/Local agencies.
5. Act as a coordinator of Town construction projects (roads, canals, etc.).
6. Annual bulkhead inspections.

7. Annual oceanfront property inspections for noncompliance.
8. Annual right-of-way encroachment inspections for non-compliance.
9. Represent the Town at Board of Adjustment (BOA) and Planning Commission (PC) hearings/meetings, as requested.
10. Receive, log, and track all complaints; ensure all complaints are addressed in a timely manner and the complainer receives a written response of the solution.
11. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of general construction practices including determining appropriate fees. Must be able to meet and deal with the public in a firm but fair and diplomatic manner, reach logical conclusions, and be able to support the same. Must have the ability to make independent decisions and work effectively with others, using courtesy and tact. Must have a working knowledge of computers and the ability to maintain adequate, organized records and prepare reports from such records.

Qualifications/Preferred Requirements

High School Diploma (or equivalent) with a minimum of two years, progressively, of construction, building inspection, and/or code enforcement experience and/or training. Computer proficiency, including knowledge of Windows, MS Word and Excel.

Working Conditions

Work is performed in indoor and outdoor environments. A Town vehicle will be provided for inspection responsibilities. Attendance at night meetings may be required. Must be able to perform essential functions of the job including occasional lifting and physical assistance to Maintenance Personnel. Hand/eye coordination and fine manipulation skills are necessary to operate computers and other office machinery. Dealing with the public and homeowners may at times require tact and patience.

The position may require enforcement of the Code on weekends or out of normal working hours.