

RESOLUTION 23-0712-01

A RESOLUTION FOR THE HIRING OF A CODE COMPLIANCE OFFICER

WHEREAS, the Town of Rockville has the need for a Code Compliance Officer, and

WHEREAS, Section 1.19(1) Penalty and Enforcement allows the Town Council to entrust administration of this Code, in whole or in part, to another officer of the Town, and

WHEREAS, the Town of Rockville is desirous of having a Code Compliance Officer to enforce the Rockville Land Use Code and ordinances,

THEREFORE, BE IT RESOLVED by the Rockville Town Council to advertise and hire a part-time Code Compliance Officer in accordance with the attached job description.

APPROVED AND PASSED this 12th day of July 2023.

ATTEST:

Pam Leach, Mayor

Vicki S. Bell, Town Clerk

TOWN OF ROCKVILLE JOB DESCRIPTION

Title: Code Compliance Officer

JOB SUMMARY

Performs a variety of duties related to enforcement of the Rockville Land Use Code and Town of Rockville ordinances.

Respond to community complaints and observed violations of the Land Use Code and ordinances as directed by Town Officials.

This is a part-time position. The Code Compliance Officer will investigate complaints about violation of town code that are filed, (via phone, email, letter or in person) with Town officials. This position does not involve touring to look for violations. However, violations which are clearly visible and obvious can be investigated as directed by Town Officials.

SUPERVISION RECEIVED and EXERCISED

The Code Compliance Officer will be under the direction of the Mayor. The Mayor may assign complaint notification duties to the Town Clerk and/or members of the Planning Commission. The Code Compliance Officer will confer with the Mayor, Town Clerk or the Planning Commission Chair (or representatives) prior to a Notice of Violation being issued.

CODE ENFORCEMENT ESSENTIAL FUNCTIONS (I made a lot of changes here and reorganized list.

Responds to complaints and observations of possible Land Use Code violations.

Investigates and documents complaints and findings. Provides detailed reports of activities and investigations made.

Communicates with owners/appropriate parties in person, phone, email or letter to resolve concerns, potential or actual violations.

Meets with owners, tenants, contractors, developers, business owners, etc. to review and explain code requirements to assist the community in expediting the permitting process.

Communicates with the Town's contracted Building Inspector with inquiries and concerns.

Provide copies of all correspondence and contacts to the Town Clerk. Correspondence will be approved by Town Clerk, Planning Commission Chair or representative prior to mailing to community members.

Coordinates with Town Officials and Law Enforcement, when necessary, and is able to document information and testify in the event the violation requires court appearances.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability and willingness to read, discuss and understand the Rockville Land Use Code and Town Ordinances, as well as federal and state ordinances.

Ability to use computers for documentation and correspondence.

Ability to organize and maintain inspection, violation and compliance information for access by Town officials.

Ability to enforce the Land Use Code consistently in cooperation with the community. The ability to withstand controversy or potential verbal abuse from the public while remaining tactful and civil.

PHYSICAL DEMANDS

Work involves walking, often on uneven ground.

It involves talking with community members.

It involves reading and comprehending the Rockville Land Use Code which is written in the English language.

Vision abilities required for this job include close vision, examining permits and plans. This position requires distance vision and depth perception and good preliminary ability of distance estimation. Any necessary device to assist in vision requirements is permissible.

Mental requirements involve the ability to remember details, emotional stability, creative problem solving and the ability to remain courteous and tactful.

Specific training available for this position will be provided as needed.