



City of Milford

Code Enforcement Official, Senior

Pay Grade: 7

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Five (5) years' experience in general building construction with increasing responsibilities; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training. Possession and retention of a valid motor vehicle.

operator's license issued by the State of Delaware is required. Must pass testing for substance abuse and criminal background investigation. Subject to random drug testing in accordance with City policy. Property Maintenance and Housing Inspector Certification is required within 18 months of hire. Certified Zoning Enforcement Officer and Code Enforcement Administrator certifications through the American Association of Code Enforcement are preferred.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Planning Director

Supervisory Responsibility: None

Primary Work Location: In/around the city with reporting, office duties and meetings at City Hall.

Job Summary: The Code Enforcement Official, Senior is responsible for inspecting buildings and sites to ensure compliance with property maintenance, zoning, and housing codes and ordinances. This includes performing residential rental inspections and enforcing regulations related to zoning, land use, housing, health and safety, blight, and other public concerns. The officer serves as a resource, providing information on City regulations to property owners, residents, businesses, the public, and City departments. Additionally, the Code Enforcement Official, Senior ensures the quality of work and adherence to established policies and procedures.

The Code Enforcement Official, Senior shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Code Enforcement Official, Senior shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Planning Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Code Enforcement & Compliance:** Performs the full range of code enforcement duties, conducting both field and office work to enforce compliance with zoning, land use, housing, building, health and safety, property maintenance, and other public regulations.
- **Citizen Complaint Response:** Receives and responds to citizen complaints and reports from agencies regarding alleged violations of zoning and related codes and ordinances.
- **Property Maintenance Enforcement:** Enforces property maintenance, housing codes, and zoning ordinances to ensure safe and orderly communities.
- **Building Inspection Support:** Assists with building inspections and the licensing issuance process as needed.
- **Community Development Coordination:** Coordinates community development programs for housing rehabilitation projects in partnership with external agencies.



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- **Field Investigations & Compliance Actions:** Conducts field investigations and property inspections; contacts property owners to resolve violations; issues and posts warning, violation, corrective notices, and orders to comply; and schedules follow-up actions—including letters, inspections, calls, meetings, and negotiations—to secure compliance.
- **Legal Support & Court Representation:** Prepares evidence to support legal actions taken by the City, appears in court as necessary, and testifies at hearings.
- **Documentation & Case Management:** Maintains accurate documentation and case files for all investigations, inspections, and enforcement actions.
- **Residential Rental Inspections:** Performs residential rental inspections to ensure compliance with property maintenance and housing codes.
- **Grant Program Coordination:** Coordinates efforts with Kent County and Sussex County Community Development Block Grant programs to assist citizens in complying with applicable City Codes.
- **Other Duties:** Performs other duties as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Housing, property maintenance, building and zoning code and related ordinances of the City of Milford as well as familiarity with recorded site plans and land subdivision process.
- Materials, methods, and practices used in code enforcement.
- Personal computers and pertinent applications.

Skills

- Oral and written communication.
- Meet expectations for quality service and delivery dates with good time management.
- Software applications that apply to work are assigned.

Abilities

- Enforces codes and regulations firmly, tactfully, and impartially.
- Establishes and maintains effective working relationships with contractors, property owners, representatives from other agencies and the public.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
