



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

CATHY TROMBLEY
Benefits Manager

KELLY BLOOM
Human Resources Assistant

TARA LEJEUNE
Human Resources Assistant

JOB POSTING
BUILDING AND HEALTH AND HUMAN SERVICES DEPARTMENTS
CODE ENFORCEMENT OFFICER

Job Title: Code Enforcement Officer

Schedule: Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM, Thursday 8:30 AM -7:00 PM, Friday 8:30 AM – 12:30 PM
Weekend, early morning, and evening hours required

Salary: \$65,000 to \$72,415 (ordinance maximum)

Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)

The City of Peabody is seeking a motivated, reliable, responsible person to fill the full-time position of Code Enforcement Officer. The Code Enforcement Officer will work under the direct and general supervision of the Building Commissioner and the Director of Health and Human Services. The position is both administrative and technical, will be scheduled 32.5 hours per week throughout the year, and requires reliable transportation, as well as occasional early morning hours, evening hours and weekend hours. The position will serve as a direct liaison between the building and health departments, and requires collaboration with building, health, plumbing and electrical inspectors. The focus of the code enforcement activity will be related to zoning, health & sanitation, safety, signage, the City code of ordinances, and occupancy issues throughout 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 codes, regulations, and ordinances.
- Having a working knowledge of the City's online permitting program.
- Educating residents and business owners regarding city and state codes, 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, ordinances, and special permits; conducting investigations; interviewing witnesses; providing technical guidance on remediation; conducting enforcement activities as needed.
- Preparing written reports, memos and correspondence related to inspection and enforcement activities.
- Preparing cases for effective enforcement, including at times tracking and filing reports, taking photos and gathering evidence; researching, compiling, and collecting data; issuing and processing local citations; and representing the City in court proceedings when necessary, in collaboration with City Solicitor.
- Using City permitting systems and complaint management and inspection software to monitor case status.
- Working in collaboration with Building Department, Health Department and other City departments to identify violations and potential compliance issues and to address issues in a timely and professional manner.

- Fulfilling emergency response functions in response to public health or building-related emergencies, as assigned by Building Commissioner and Director of Health and Human Services.
- Performing additional duties as assigned.

Qualifications: (Full statement of qualifications available at the Human Resources Department, City Hall, 24 Lowell Street)

Education and Experience: High School diploma or equivalent required. Demonstrated working knowledge of city zoning ordinances and regulations, land use, building code and health department ordinances. At least one year of work experience involving a high level of public contact including code enforcement, inspectional services, and/or customer service preferred. Bachelor's degree and/or 30 semester hours credit in basic sciences establishing eligibility for the Registered Sanitarian credential a plus.

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. Food safety certification is preferred but not 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. Bilingual in English and Spanish or Portuguese is a plus.

Posting date: August 25, 2023

Interested, Qualified candidates please apply by submitting a cover letter and resume by the preferred application date of Friday, September 15, 2023, at 12:30 PM. Position to remain open until filled. Candidates will be considered as applications are received. Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to hr@peabody-ma.gov; or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.