

ORDINANCE 2024-09

**AN ORDINANCE OF THE TOWN OF HACKETTSTOWN CREATING THE POSITION
OF CODE ENFORCEMENT OFFICER**

WHEREAS, the Mayor and Common Council of the Town of Hackettstown have determined the need to create and adopt an Ordinance to establish the position of Code Enforcement Officer.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Hackettstown, County of Warren, as follows:

Code Enforcement Officer

§ Creation of position.

It is hereby created in the Town of Hackettstown, County of Warren and State of New Jersey, the position of Code Enforcement Officer.

§ Definition.

Under direction, performs or assists varied types of field and office work involved in seeing that resident complaints are addressed and business places and citizens comply with various municipal ordinances other than the State Sanitary Code, State Uniform Construction Code or any of its subcodes or the State Uniform Fire Code; does other related duties as required.

§ Appointment; term; vacancy.

Appointments to the office of the Code Enforcement Officer shall be made by the Mayor with the advice and consent of the Common Council. The term of office shall be one year, but the first term shall commence upon the effective date of this chapter and shall expire December 31 of the same year. Thereafter, every appointment shall be made for the calendar year. A vacancy for the office shall be filled for the unexpired term only. Said position shall report to the Construction or Zoning officials (as the case may be).

§ Duties of Code Enforcement Officer.

The Code Enforcement Officer shall in a timely manner:

- a. Assist in responding to complaints made by resident and commercial property owners or occupants.
- b. Receive complaints concerning possible Town of Hackettstown ordinance violations, review same, and make a determination as to whether further action is appropriate.
- c. Conduct field inspections and special investigations to ensure compliance with municipal ordinances and code.

- d. Initiate necessary legal action against violators of municipal ordinances and code.
- e. Conduct office work and prepare needed reports.
- f. Establish and maintain needed records and files, including those of inspections and investigations.
- g. Attend meetings of municipal agencies, as requested.
- h. Appear and testify in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.
- i. Submit monthly reports of inspections made and outcomes to the Construction and Zoning Officials.
- j. Be responsible for or assist in the determination of violations and enforcement of Chapter 7 Building Regulations, including but not limited to Article 3. Property Maintenance Code; Article 5-House Numbers; Article 6. Rental Property Regulations and Licensing of Landlords; Article 7. Abandoned and Foreclosed Property Registration and Maintenance; and Article 8 (7-83) Vehicles on Abandoned Properties.
- k. Be responsible for or assist in the determination of violations and enforcement of Chapter 11 Health and Sanitation, Article 1. Removal of Debris, Plant Growth, Etc.; Article 3. Parking or Abandonment of Motor Vehicles; Article 6. Littering..
- l. Be responsible for or provide assistance in the determination of violations under and the enforcement of ordinances under the General and/or Land Development Code as requested.

§ Requirements.

- a. License. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
- b. Knowledge and abilities. Knowledge of provisions of the municipal rules, regulations, policies, procedures and ordinances. Knowledge of problems involved in organizing work and developing effective work methods both in the field and in the office. Knowledge of procedures to be followed and precautions to be taken on observing and collecting facts which are significant in determining whether laws are being observed. Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings. Ability to analyze, comprehend and interpret municipal rules, regulations, policies, procedures and ordinances and apply them to specific cases. Ability to note significant conditions and to take proper action when action is called for in accordance with prescribed procedures. Ability to make accurate observations and record conditions and abstract and note those things which are significant. Ability to make necessary inspections and investigations without giving

unnecessary offense. Ability to take and maintain a firm, correct stand when controversial matters are considered. Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations. Ability to establish and maintain needed records and files. Ability to make evaluative judgments based on the application of statutory or regulatory provisions. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

BE IT FURTHER ORDAINED that this Ordinance shall take effect upon passage and publication in accordance with law.