JOB DESCRIPTION

Position Title: Code Enforcement Officer
Reports To: Director of Licenses and Inspections

1. SUPERVISED BY: This position is supervised by the Director of Licenses and Inspections. The Director has the authority to direct the work of and evaluate the position. Comments are made through written and verbal communication and by physical demonstration, as necessary. Evaluations are done through written communication and done at the conclusion of the introductory/training period and on an annual basis.

2. JOB IS: Full-time

3. WORK BREAKS: Lunch – 60 minutes

3: WORK SCHEDULE: Hours and days vary; typically Monday through Friday from 7:30 a.m. to 3:00 p.m. or 9:00 a.m. to 4:30 p.m.

4. SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor.

5. EFFECTIVE DATE: September 10, 2020

6. GENERAL SUMMARY: Under general supervision, performs a variety of technical duties in support of The Township’s local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on Township regulations to property owners, residents, businesses, the general public, and other Township departments and divisions.

7. MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

Education and Experience:
A. Education/Training:
   - High School diploma or equivalent, required
   - College of other related secondary training, preferred in criminal justice, public administration, business administration, or other related field.
   - One year of experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
   - This individual should have a current Pennsylvania Residential Building Inspector Certification or be able to obtain the certification with six months.
   - Possession of a valid driver’s license.
   - Valid ServSafe Food Protection Manager Certification.
   - Additional certification and technical training and or design/construction trades, preferred.

B. Experience and Training:
   - Operations, services, and activities of a municipal code compliance program.
   - Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Township services and organizational structure as they relate to code compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers, and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

8. ESSENTIAL JOB RESPONSIBILITIES:
1. Perform a variety of field and office work in support of The Township’s local code enforcement program; enforce compliance with Township regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Township zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and citations and notices of violation as necessary.

4. Prepare evidence in support of legal actions taken by The Township; appear in court as necessary; testify at hearings and in court proceedings as required.

5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.

6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

7. Patrol assigned area in The Township to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.

8. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.

9. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

10. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

11. Perform related duties as required.

9. PHYSICAL DEMANDS OF JOB:
I. During the ENTIRE workday, this job requires the physical ability to:

A. Sit for up to: 1.5 hours
B. Stand for up to: 2.5 hours
C. Walk for up to: 2.5 hours
II. Job requires the physical ability to LIFT or CARRY up to 40 pounds, occasionally. Additionally, this job requires the physical ability to use a phone and computer.

III. Job requires the physical ability to function in activities involving
   a. OCCASIONALLY: Bending, climbing, reaching, exposure to marked changes in temperature and humidity, exposure to dust, loose soil, uneven terrain, sloped surfaces, fumes, gases, and noise.
   b. CONTINUOUSLY: deal with people and the general public.

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.