

**Full / Part time
CODE ENFORCEMENT OFFICER**

JOB DESCRIPTION This job consists of technical land use code enforcement work. Work is supervised by a technical and administrative superior. Assignments involve exercise in judgment and are performed in accordance with city code requirements, ordinances and established technical and legal standards. Work is performed in indoor and outdoor environments. Work involves exposure to inclement weather conditions, noise, dust, debris, and potentially hazardous environments. Applicant must have excellent oral and written skills and be able to type.

Duties include, but are not limited to:

- Assuring compliance with zoning, building, and other related codes.
- Inspects building structures for compliance with current Property Maintenance Codes.-
- Identifies code violations, takes steps to initiate corrective action, and re-inspects work performed after changes are made.
- Enforces Zoning Board decisions.
- Inspects construction projects to assure building permits are being followed
- Issues citations, prosecutes cases, and testifies at hearings and court proceedings.
- Patrol city to identify code violations and to respond to complaints.
- Assures contractors are licensed.
- Answers inquiries from and provides general code information to builders, property owners, their representatives, and residents.
- Issues and posts warning notices, notices of violation, corrective notices, orders to comply, condemned notices, and related documentation for code violations.
- Coordinates activities with other government officials responsible for code enforcement.
- Maintains necessary code enforcement records and files.
- Performs related work as required. Required knowledge, skills, and abilities:
- Computer skills a must.
- Knowledge of legal, administrative, and evidentiary practices and procedures relating to code enforcement.
- Knowledge of approaches used in obtaining voluntary code compliance.
- Some knowledge of building and construction code requirements often enacted by governments, especially the Federal Department of Housing and Urban Development housing standards.
- Skills in understanding, interpreting, and applying zoning and building code requirements.
- Ability to exercise tact in stressful situations.
- Ability to identify code violations, and to organize and present evidence clearly and concisely.
- Ability to prepare and maintain code records and to develop related reports and correspondence.
- Ability to establish and maintain effective working relationships with associates, buildings, property owners, their representatives, appellate bodies, government officials, and the general public.

Education and Experience:

- High school diploma or GED required.
- Valid Pennsylvania motor vehicles operator's license required.