

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 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.

Duties include, but are not limited to:

- Obtaining compliance with zoning, building, and other related codes.
- Reviews proposed construction sketches and plans.
- Assures applications contain all required information and are consistent with the codes, and approves or denies applications.
- Inspects building structures, plumbing, and electricity for new construction and any alterations made during the construction process.
- Approves work performed or identifies violations, takes steps to initiate corrective action, and re-inspects work performed after changes are made.
- Issues certificates of occupancy if construction meets code criteria.
- Enforces Zoning Board decisions.
- Inspects construction projects for building permits
- 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.
- Inspects city-funded rehabilitation and construction projects for compliance with city codes, and federal and state criteria.
- 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.
- Ability to administer or obtain certification to administer all or part of the Uniform Construction Code (UCC) as described in Pennsylvania Act 45, through either Pennsylvania UCC testing and certification, or by registering as a current code administrator with the Pennsylvania Department of Labor and Industry, within a reasonably specified time period.
- Performs related work as required.

Required knowledge, skills and abilities:

- Computer skills a must.
- Considerable knowledge of construction practices, methods, costing materials, and equipment.
- Considerable knowledge of building and construction inspection techniques of Building Officials and Code Administrators (BOCA) and other applicable building codes.
- 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.
- Skills in evaluating technical materials submitted to meet 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.
- Three years of progressively responsible technical experience in building construction or in municipal code enforcement work, or any equivalent combination of acceptable education and experience.
- Valid Pennsylvania motor vehicles operator's license required.