

**POSITION SUMMARY**

Performs a variety of responsible administrative and technical work in the interpretation and enforcement of Township Codes. The Code Enforcement Officer works under the general supervision of the Director of Planning and Community Development. The work involves initiative and independent judgment and is reviewed periodically upon completion.

Work is performed during regularly scheduled hours and may involve additional hours as needed.

The position is exempt under the Federal Fair Labor Standards Act.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitor via residents' complaints, Township employee input, and personal patrol, violations of the following Code sections:
  - Chapter 48 Brush, Grass and Weeds; Chapter 68 Garbage, Municipal Waste, Recyclable Materials and Leaf Waste; Chapter 71 Grading; Chapter 80 Junk; Chapter 83 Litter; Chapter 98 Property Maintenance; Chapter 102 Recreational Vehicles; Chapter 104 Residence Number Identification; Chapter 112 Streets and Highways; Chapter 130 Zoning.
- Conducts investigations of reported code violations on private and public property; determines if other violations are present at the reported property.
- Maintains all warning, notice, inspection and violation records.
- Follow up on violations by means of Advisories, Warnings, and formal Notices of Violation to ensure correction of identified problems.
- Prepare documentation and legal requests where formal legal action is indicated and serve as hearing/trial witness for the Township as required.
- Process and issue Street Opening Permits. In conjunction with the Public Works Projects Inspector, monitor for failure to obtain permits, and take appropriate follow-up actions.
- Review Municipal Claims letter requests to ensure no major known violations or significant open permits exist. Take appropriate action to correct problems and notify Tax Office personnel of the results of this review.
- Issue Grading Permits in coordination with the Public Works Department and the Township Engineer.

## **CODE ENFORCEMENT OFFICER**

## **PLANNING AND COMMUNITY DEVELOPMENT**

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- Prepare activity reports as required.
- Assist the Director of Planning and Community Development as directed.

### **QUALIFICATIONS**

#### **Necessary Knowledge, Skills, and Abilities**

- General Knowledge of code enforcement principles as related to a municipal setting.
- General knowledge of design and construction of site improvements, sewers, streets, utilities, etc.
- Ability to acquire knowledge of and ability to interpret the Township Code.
- Ability to read land surveys and construction plans.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organize and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to analyze and prepare complex reports.
- Ability to work and communicate effectively with Township employees, elected officials, other agencies, and the public.
- Ability to operate the tools and equipment listed below.
- Ability to maintain confidentiality where necessary.

#### **Education and Experience**

- Associates Degree in related field preferred. High School diploma/GED required.
- At least two years' experience in code enforcement, construction, inspection or a related field.
- Knowledge of the principles and practices for enforcement of regulatory codes pertaining to municipal law.

**SPECIAL REQUIREMENTS**

- Must possess a valid and current PA state driver's license or have the ability to obtain one prior to employment.

**EQUIPMENT USED**

- Personal computer, including word processing and data base software; automobiles and pick-up truck; phone; camera; copy and fax machine; calculator.

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed in both office and field settings. Some outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel, or operate objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works on challenging terrain and may be exposed to wet and/or humid conditions and fumes or airborne particles.
- The noise level in the work environment is usually quiet in the office and moderately noisy

outside.

**SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***UPDATED/REVISED JANUARY 2019***