

Borough of Wilkinsburg

Job Posting/Classified Ad

The Borough of Wilkinsburg is accepting applications for the position of Code Enforcement Officer Trainee in the Wilkinsburg Code Enforcement Department. The hourly rate of pay for this position is \$18.48. A position description which defines the job duties, responsibilities and qualifications is available at www.wilkinsburgpa.gov. Applications will be accepted through Monday, November 19, 2012 at 4:00 p.m. Applications may be obtained during regular business hours at the Wilkinsburg Municipal Building, 605 Ross Ave., Wilkinsburg, PA 15221 or at www.wilkinsburgpa.gov.

Borough of Wilkinsburg residency is required.

EEO/AA

JOB TITLE: CODE ENFORCEMENT OFFICER – TRAINEE
DEPARTMENT: CODE ENFORCEMENT
REPORTS TO: DIRECTOR OF CODE ENFORCEMENT
LAST REVISED: OCTOBER 2012

POSITION PURPOSE AND OBJECTIVES: Performs skilled inspection work in enforcing compliance with Borough building codes and related ordinances; performs highly responsible work involving the protection of public health and safety through the enforcement of building codes and other related ordinances; does related work as required. This is accomplished by rigorous inspections of new building construction, existing building and land uses and property maintenance. In addition, the Code Enforcement Officer Trainee issues a wide variety of permits and provides information to the public concerning related codes and ordinances. The work involves the exercise of considerable independent judgment, although assignments and general supervision are received from the Director of Code Enforcement.

ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

Inspects new and existing buildings and structures to enforce compliance with building codes, property maintenance code, and related zoning ordinances.

Makes special investigations of citizen complaints.

Inspects residential buildings during and after construction to ensure that all components meet proper standards.

Interprets code requirements and provides related information to the public.

Issues building permits, grading permits, and occupancy permits.

Prepares required reports on construction work in progress, citizen complaints, and violations of codes and ordinances.

Maintains records of inspections, issued permits, citizen complaints, violations, property information and other related information in the Land Management database system and ensures that all data is current and accurate.

Represents the Borough at magistrate and court hearings.

Performs related tasks as assigned by the Director of Code Enforcement.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Some knowledge of the methods, materials and practices of the building construction industry, knowledge of Borough building codes and zoning ordinances; ability to detect structural defects and other faults. Ability to examine and interpret building construction plans, specifications and blueprints in order to determine whether they are in compliance with Borough Codes and Ordinances; ability to enforce Codes and Ordinances firmly and impartially; ability to prepare reports as required; ability to express ideas and concepts clearly and concisely, both orally and in writing; ability to exercise considerable self judgment in granting permits, interpreting codes and ordinances, and citing violations; ability to maintain accurate records; ability to establish and maintain a good working relationship with contractors, public health and safety agencies, co-workers and the general public.

SUPERVISORY RESPONSIBILITY: NONE

WORKING CONDITIONS: Work is performed in both comfortable indoor office conditions and outdoors, which may vary from hot, wet and humid conditions to below zero temperatures. A moderate amount of driving is also required. Employee may be required to drive a vehicle on wet, icy or snow covered roads during call-outs and while checking on projects.

PHYSICAL DEMANDS: (LIGHT to MODERATE) This position involves some walking and standing on possibly uneven or slippery terrain; climbing stairs, ladders and structures; operation of a motor vehicle, and lifting materials overhead to post signs, etc. some lifting and carrying of office materials; some light pushing, pulling and reaching. Normal corrected vision and hearing are required.

MINIMUM QUALIFICATIONS:

Education: Completion of High School or equivalent or trade school.

Experience: Experience in construction and inspection work, or any combination of experience and training which provides the required knowledge, skills and abilities.

Special Skills: Must possess valid PA Motor Vehicle License. Prefer PA State residential and Commercial Certification. Must obtain PA Building Code Official certification within one year of appointment to position.

(Subject to Revision)