

Job Title: Code Enforcement Officer
Department: Code Enforcement Department
Reports To: Director of Code Enforcement
Last Revised: August 24, 2016

POSITION PURPOSE AND OBJECTIVES: Performs inspections and enforcement work ensuring compliance with all Borough of Wilkinsburg Ordinances and/or adopted health and safety codes. The individual performs highly responsible work involving the protection of public health and safety through enforcement of all ordinances, building codes, and/or related regulations. This is accomplished by thorough and precise field inspections, office work, investigations, research and communications with the general public. In addition, the Code Enforcement Officer issues and tracks a wide variety of permits issued by the Borough of Wilkinsburg and provides assistance and information to the general public in all aspects of the daily operations of the Code Enforcement Department. This work involves a highly self-motivated individual with excellent communication skills, conflict resolution skills, and the capability of molding to the work environment. This individual will exercise independent judgement on a daily basis, although assignments and general supervision are received from the Director of Code Enforcement.

ESSENTIAL JOB FUNCTIONS:

- Inspects new and existing buildings, structures, lots of an interior and exterior nature for compliance with all adopted ordinances, building codes, health and safety codes and/or related regulations of the Borough of Wilkinsburg.
- Enforces all adopted ordinances and/or regulations of the Borough of Wilkinsburg through a process of violation notification.
- Interprets all adopted ordinances and/or regulations of the Borough of Wilkinsburg and provides related information to the public.
- Files charges and attends all associated hearings against violators of all adopted ordinances and/or related regulations of the Borough of Wilkinsburg.
- Receives citizens' complaints and follows through with said complaint through a process of computer documentation, investigation, notification and filing of charges.
- Processes permit applications of all nature through a computer process with an end result of issuance of said permits.
- Operates and maintains cleanliness of a Motor Vehicle assigned by the Borough of Wilkinsburg.
- Operates a computer, hand held device, desk phone and cellular phone on a daily basis.
- Maintains records of all types including but not limited to computer records, paper records, photographic records or any future unknown record format.
- Maintains in a clean and efficient manor, the assigned work space and area assigned to the Code Enforcement Officer.

- Maintains records of inspections, issued permits, citizen's complaint, violations, property information data and other and/or all information in an electronic system and a paper system.
- Posts notices on properties, buildings, and/or lots for the purpose of violations and/or meetings or hearings.
- Prepares required reports on inspections, violations, work in progress, citizens' complaints and daily activities through an electronic process.
- Attends training, professional development and seminars related to essential job functions or future job functions.
- Performs all tasks and/or assignments assigned by the Director of Code Enforcement.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of the methods, materials and practices of the building construction industry; knowledge of all Borough of Wilkinsburg ordinances, building codes, zoning regulations, health and safety codes; ability to detect structural defects, improper construction, violations of all applicable codes, ordinances and to recommend a corrective action; ability to examine, and interpret building construction plans, specifications and blueprints in order to determine whether they are in compliance with all Borough of Wilkinsburg codes, ordinances and or regulations; ability to enforce codes and ordinances firmly and impartially; ability to express ideas and concepts clearly and concisely, through the manner of electronic communication, in writing or orally; ability to communicate with the general public through electronic or verbal platforms; ability to prepare notices, reports, or communications in an electronic format; ability to exercise independent judgment in granting permits, interpreting codes and ordinances and citing violations; ability to maintain accurate records through electronic and paper systems; ability and knowledge to use Microsoft Office and any current or other future computer platform for documentation; ability and knowledge of computers ability to establish and maintain a good working relationship with co-workers, contractors, public health and safety agencies, and the general public; skills of verbal and non-verbal conflict resolution

WORKING CONDITIONS: Work is performed in both an indoor and outdoor environment. The condition may vary from hot, wet and humid conditions to below zero temperatures. A moderate amount of vehicle driving is required. Employee may be required to drive a vehicle on wet, icy or snow covered roads during routine operations, call-outs and while checking on projects.

PHYSICAL DEMANDS: This position involves walking and standing on possibly uneven, unmaintained, slippery surfaces; climbing stairs, ladders, structures and hills; operation of a motor vehicle; Lifting materials over head to post signs and notices of violation; lift and carry office materials; pushing, pulling and reaching above, below and to the side of the body.

MINIMUM QUALIFICATIONS:

Education:

- High School Diploma or equivalent (G.E.D.)

Experience:

- Construction background or trade school
- Computer skills with a focus on Microsoft Office applications
- Office work
- Customer Service
- Multi-Tasking

Special Skills:

- Must possess a valid PA Motor Vehicle License
- Department of Pennsylvania Labor and Industry certified Residential Building inspector (preferred but not required for hiring) will be required within 18 months of starting employment or when training is available
- Department of Pennsylvania Labor and Industry certified Fire Inspector (preferred but not required for hiring) will be required within 18 months of starting employment or when training is available
- International Code Council Property Maintenance certification (preferred but not required for hiring) will be required within 18 months of starting employment or when training is available

End of document. (Subject to revision)