

BOROUGH OF WILKINSBURG

JOB TITLE: **DIRECTOR OF CODE ENFORCEMENT**
DEPARTMENT: CODE ENFORCEMENT
REPORTS TO: BOROUGH MANAGER
LAST REVISED: OCTOBER 2016

POSITION PURPOSE AND OBJECTIVES: The Code Enforcement Department is responsible for the enforcement of municipal codes as well as planning, zoning, and community development functions for the Borough of Wilkinsburg. The Director of Code Enforcement provides leadership for the Department, both administratively and in the field, by directing and supervising the activities of all code enforcement personnel and departmental staff.

The Director must possess the ability to prioritize, plan and schedule in order to ensure the effective and efficient operation of the Department, and develop a proactive process by which to respond to and address the enforcement of all municipal codes and ordinances, including the enforcement of building, zoning, land development, and property maintenance codes; the inspection of construction sites; the correction of violations; and the issuance of permits. The Director of Code Enforcement reports directly to the Borough Manager or his/her designee.

ESSENTIAL JOB FUNCTIONS:

- Develops programs and procedures for the daily operation of the department; investigates ways to improve upon office/department procedures or programs, and implements revised procedures
- Plans, schedules, prioritizes, and supervises the work of the Code Enforcement Department
- Maintains accurate records of job assignments to include types of work performed, jobs completed, and work being planned for submission to the Borough Manager on a weekly basis or as requested
- Ensures the protection of public safety through the enforcement of codes and ordinances
- Implements a proactive plan for the inspection of properties, the issuance of Notices of Violation and citations, and any required follow-up, including enforcement action
- Supervises the issuance of Permits and Notices of Violation
- Reviews, plans, and processes applications for permits
- Ensures timely response to service requests and complaints
- Ensures the maintenance of complete and accurate electronic records for service requests, from receipt through resolution
- Reviews local codes and ordinances for effectiveness and relevance, and assists in the development of new legislation, as necessary
- Performs duties as Zoning Officer, including land use planning and zoning administration
- Prepares and justifies annual departmental budget
- Reviews payroll and staff time-off requests
- Provides written and/or oral reports to the Borough Manager, as requested
- Attends public meetings, including those of the Planning Commission, Zoning Hearing Board, and Borough Council, as requested by the Borough Manager

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of local government administration and planning.
- Working knowledge of building codes under the International Code Council, as well as Labor & Industry requirements and municipal zoning ordinance requirements
- Ability to enforce codes and ordinances firmly and impartially
- Ability to interpret construction plans and specifications
- Thorough knowledge of the laws and regulations related to departmental activities
- Ability to plan and supervise the work of others
- Ability to prepare reports as required
- Ability to plan and justify an annual budget
- Thorough knowledge of supervisory and labor relations principles and practices
- Ability to interpret and administer union contracts
- Ability to express ideas and concepts clearly and concisely both orally and in writing
- General understanding of, or ability to operate, computer generated permit tracking systems
- Ability to establish and maintain a good working relationship with supervisors, direct reports, public officials, peers, and the general public
- Proficiency in current Microsoft Office software, including but not limited to Word, Excel, and PowerPoint
- Ability to maintain records through electronic and paper systems
- Ability to use any current or other future computer platform for documentation
- Must possess skills of verbal and non-verbal conflict resolution
- Must possess a valid PA Driver's License

WORKING CONDITIONS: Work is generally performed in a comfortable office environment. The position may require working outdoors in conditions ranging from hot, wet and humid to below zero temperatures. A moderate amount of driving may also be required.

PHYSICAL DEMANDS (LIGHT to MODERATE): This position involves some walking and standing on possibly uneven terrain; climbing stairs, ladders or structures; and, operation of a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Completion of a Bachelor's degree in business administration, civil engineering, public administration, urban planning, or a related field from an accredited college or university;
and

Experience: A minimum of five years' progressively responsible experience as a management level employee, preferably in municipal management, the building industry or code enforcement;
or

Any combination of education and experience that provides the candidate with the requisite knowledge, skills and abilities to be able to perform the functions of Code Enforcement Director as outlined above.

Other: Must possess and maintain a valid PA Motor Vehicle License; must possess Building Code Official (BCO) Certification or obtain certification within 12 months of date of hire. Experience with basic GIS programs desirable. Must pass drug screening and physical examination.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Director of Code Enforcement.

Approved: _____
Department Head

Borough Manager

Original Approval

Revised