

BOROUGH OF WILKINSBURG

JOB TITLE:       **CODE ENFORCEMENT OFFICER**  
DEPARTMENT: DEPARTMENT OF CODE ENFORCEMENT  
REPORTS TO:     DIRECTOR OF CODE ENFORCEMENT  
LAST REVISED: OCTOBER 2022

Inspects existing buildings and properties within assigned area to determine that the structure, parcel and any business operated within the structure is in accordance with the Wilkinsburg Borough Property Maintenance, Zoning, and Business Licensing Codes.

**Salary:** \$49,405 or commensurate with experience.

**REQUIREMENTS:**

**General Application Requirements:**

You must submit or show proof of all of the following at the time of filing your application (unless otherwise indicated below) or your application will be disqualified.

- A resume, to be submitted online or in person at 605 Ross Avenue, Wilkinsburg, PA.
- Residency is not a requirement for this position.
- A current, valid Class C Pennsylvania Motor Vehicle Operator's License at the time of filing application or prior to appointment, which must be maintained throughout employment. Written requests for a special accommodation on the basis of the Rehabilitation Act of 1973 and the Americans with Disabilities Act will be considered by the Department of Human Resources and Civil Service on an individual basis.
- Applicants must comply with the Wilkinsburg Borough's COVID 19 vaccination mandate.

**NOTE:** ICC Property Maintenance and Housing Inspection certification and in-house training for Zoning and Business Licenses within six (6) months of appointment.

**NOTE:** Lead Dust Sampling Technician certification must be obtained within six (6) months of appointment.

**NOTE:** Wilkinsburg Borough, as a matter of policy, conducts pre-employment background investigations on all candidates being considered for positions. The background investigation includes but is not limited to criminal background, driver's license and Wilkinsburg Borough real estate tax payments. Candidates may be disqualified from consideration from employment based on the results of their background investigation (as it relates to the job for which the applicant is being considered).

NOTE: Candidates being considered for employment will be required to submit official transcripts to verify of their post-secondary education (college/university, trade school, etc.) prior to being hired by Wilkinsburg Borough.

**Qualifying Requirements:**

Your Wilkinsburg Borough application will be reviewed and your work experience and education/training will be evaluated to determine if you meet the qualifying eligibility requirements listed below for this position.

**WORK EXPERIENCE:** The application must clearly show two years of full-time experience in a position with extensive public contact, including at least one year dealing with the public in an enforcement, inspection, or investigation capacity. Experience that includes the enforcement of municipal codes is highly desirable

**EDUCATION/TRAINING:** High school diploma or equivalent (G.E.D.)

Construction background or trade school desirable.

**EXAMINATIONS:**

Candidates who receive job offers must pass a medical examination prior to start date.

**POSITION DUTIES:**

- Inspects existing buildings within assigned area to determine that the structure and any business operated within the structure is in accordance with the Wilkinsburg Borough Property Maintenance, Zoning, and Business Licensing Codes.
- Inspects and investigates for business licensing violations.
- Responds to telephone complaints and other sources of information about possible violations.
- Researches deed registry and other sources of information (i.e. plot plans) to determine legally responsible parties for citation and/or legal action.
- Notifies owners of citations and/or legal actions by mail.
- Presents citations for violations in person and disseminates information on requirements for abatement.
- Reinspects properties after citation.
- Reports unabated citations to District Court.
- Prepares and submits cases to District Court.
- Maintains accurate records and files.
- Prepares reports on all assigned enforcement work.
- Dispenses information on code requirements to neighborhoods, community groups, and the public.
- Performs activities and functions of related personnel and other related tasks and duties as assigned or required.