



Job Description

Department: Administration

Job Title: Code Enforcement Officer

General Definition of Work for the Code Enforcement Officer

The Code Enforcement Officer is responsible for the interpretation and enforcement of ordinances of the Code of the Township of Spring Garden regarding property maintenance, rental inspections, building codes, etc., and performs a variety of technical duties in support of the Township's municipal ordinances. The Code Enforcement Officer provides support to various Township boards and commissions, as needed. The Code Enforcement Officer works under direction of the Zoning Officer but has considerable latitude to rely upon the Code Enforcement Officer's advanced level of experience and independent judgement to determine the best approach for interpretation of policies and procedures. It is expected that the Code Enforcement Officer will seek technical and legal guidance only on unusual or complex problems or issues.

The Code Enforcement Officer's obligation is to promote, protect, and facilitate any and all of the following: public health, safety, morals, and general welfare.

The Code Enforcement Officer works in conjunction with the Zoning Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Administer Township rental inspection program: processes rental housing applications, conduct inspections, manage tenant change data, maintain records, etc.
- Enforce Township ordinances pertaining to property maintenance, sidewalk and curbing, weeds and grass, and rubbish and garbage.
- Enforce the International Property Maintenance Code (includes, but not limited to housing and building complaints).
- Conduct routine and *ad hoc* field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue notices of violation for non-compliance, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Conduct investigations regarding code-related complaints; conduct interviews; photograph and research suspected violations; prepare violation letters; file non-traffic citations or civil complaints with local courts; prepare appeal applications. Shall keep accurate records and provide timely follow-up.
- Document findings, prepare reports, and maintain records of investigations, inspections, enforcement actions, and other job-related activities.
- Represent the Township at court proceedings as required.
- Attend meetings and serves as a resource to other Township departments, the general public, and



outside agencies in the enforcement of municipal regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

- Respond to phone calls, e-mails, and walk-in clients in a timely and professional manner to answer questions relating to codes, zoning, building permit, etc.
- Complete quarterly and annual reports and other written reports and documents as assigned.
- Contribute to the efficiency and effectiveness of administrative service to the elected officials and constituents of Spring Garden Township by offering suggestions and directing or participating as an active member of a team.
- Represent Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Attend meetings in the evening as required.
- Carry out other duties as assigned.

Required Knowledge and Skills

Knowledge of:

- Zoning laws, Spring Garden Township ordinances, First Class Township Code, Municipalities Planning Code, Uniform Construction Code, and International Property Maintenance Code.
- Applicable confidentiality requirements.
- Pennsylvania Right-to-Know and Sunshine Laws.
- Record retention requirements.
- Municipal government structure and process.
- Federal, Commonwealth, and local laws, rules, and regulations applicable to work assignments.
- Principles and practices of effective customer service.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person, in writing or over the telephone.
- Spring Garden Township rules and regulations.

Skill in:

- Microsoft office applications (Word, Outlook, Excel, PowerPoint, etc.).
- Time management, work organization, and attention to detail.
- Designing, conducting, analyzing, and interpreting results of special studies and reports used to evaluate program effectiveness.
- Presenting information clearly, concisely, calmly, and in an interesting manner to citizen groups, public officials, and the public.
- Determining the economic and social problems of the Township and how they relate to community development.
- Enforcing regulations in a fair, consistent, and equitable manner.
- Effectively testifying in a courtroom setting.
- Interpreting codes, ordinances, policies, and regulations.
- Communicating effectively and tactfully in both verbal and written form.
- Preparing and analyzing written or computer data.
- Contributing positively to team efforts.
- Following direction through the supervisory chain of command.
- Understanding and following instructions in both verbal and written form.



- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience

- High school degree or GED.
- At least 1 years' experience in code enforcement, property management, or similar field.

Physical Requirements

- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires driving, standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching, grasping, and depending on the functional area of assignment, tasks may involve the ability to exert light physical effort usually involving some pushing, pulling, and lifting of objects and materials of light weight (up to 20 pounds).
- Specific vision abilities required include close vision and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

Physical Requirements

- Noise level in the work environment is moderately quiet and is similar to other general administrative offices. However, during inspections, the employee may be exposed to cold/heat, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards, and bodily injury.
- The work may also expose the employee to unpleasant social situations and significant workplace pressure.

Special Requirements

- Building Code Official certificate (BCO) and continual maintenance of BCO status is required by the end of year two of employment.
- Bilingual in Spanish preferred, but not required.
- Valid PA Driver's License.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations. The position shall be appointed by and serve at the pleasure of the Board of Commissioners.

