



CASTLE SHANNON BOROUGH CODE ENFORCEMENT OFFICER

Department: Planning & Codes

General Statement of Duties:

This is a position involving the enforcement of all building and property use codes, as required. The employee is responsible for conducting inspections in the Borough as assigned by the Building Official for possible code violations.

The successful candidate must be willing to obtain professional certifications and licenses within a timely manner as directed by the Building Official.

Supervision Received:

Works under the supervision of the Building Official.

Typical Duties Performed:

- Receives requests, complaints, and information from the public, staff, elected officials and conducts investigation of potential code violations.
- Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business to resolve violation; issue and post warning notices, notices of violation, corrective notices, order 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 safety inspections at rental properties when there is a change in ownership or tenants.
- Perform a variety of field and office work in support of the Borough's code enforcement; enforcement compliance with Borough regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety and other matters of public concern.
- Prepare evidence in support of legal actions taken by the Borough; appear in court as necessary; testify at hearings and court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations including diagrams, illustrations, and photography.
- Prepare written reports, memos, and correspondence related to enforcement activities.
- Serve as a resource to the public in the enforcement of zoning regulations; provide documentation upon request; interpret and explain municipal codes and ordinances to the public, contractors, business owners, and other interested groups in the field, in the office, and on the telephone.
- Attend trainings as necessary to stay current with job duties and regulations.
- Maintains satisfactory relations with the public, presenting a neat, pleasant appearance in dealing with residents and others.
- Other duties as assigned.

Working Conditions:

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

- Physical Demands:

Negotiate stairs, attics, small spaces
Conduct visual inspections & evaluations
Legally operate a motor vehicle

Tools and Equipment:

- Personal Computer, Tablet, GeoPlan/Planning Software, Copy Machine, Camera, Cell Phone

Basic Qualifications:

High School Diploma or equivalent and:
Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Familiarity with Microsoft Outlook, and Office Suite, GeoPlan or Similar Code Enforcement/Planning Software.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.

Interested Candidates Should Submit Cover Letter and Resume to kstringent@csboro.org

Subject Line: Code Enforcement Officer