

## CODE ENFORCEMENT OFFICER

### JOB DESCRIPTION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under the supervision of the \_\_\_\_\_, the officer performs a variety of policy, technical, and enforcement duties in support of the City's Code Enforcement ordinances and programs. The officer interprets, implements, monitors, and enforces a variety of applicable codes, ordinances and regulations of private and public properties related to maintenance, use, nuisance ordinances, health and sanitation, blight, junked vehicles, and other codes as assigned. The officer is responsible for investigating violations and initiates procedures to abate the violation and obtain compliance. Responsible for the issuing of notices of violations, citations, and other correspondence specifying necessary corrective action, compliance and compliance dates. Serves as a resource and provides information on local and state regulations to property owners, residents, businesses, the general public and other City departments. This is a non-collective bargaining unit position.

#### **ESSENTIAL FUNCTIONS:**

*Essential functions as defined under the American with Disabilities Act, may include any of the following representative duties, knowledge and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include but are not limited to, the following:*

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to maintenance, use, nuisance housing, building codes, health and safety, blight, sanitation, storm water, waste water, garbage and waste, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City property maintenance, nuisance, and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, 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; issue administrative citations and notices of violation as necessary.

- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in 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; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of ordinances, codes, and regulations; provide research and documentation for meetings; interpret, implement, and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, in the office, and on the telephone.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Supports the relationship between the City of Uniontown and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

**Ability to:**

- Independently perform a full range of municipal code enforcement and compliance duties.
- 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.
- Prepare clear and concise technical reports.
- Make oral presentations and testify in court
- Work independently in the absence of supervision.
- Read maps and property profiles.
- Read and interpret legal documents and descriptions.
- Understand and follow oral and written instructions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a motor vehicle.
- Verbally communicate in order to exchange information

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

**Experience:** One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes, construction and real estate is highly desirable.

**License or Certificate:** Possess a valid Pennsylvania driver's license. Obtain the ICC Certification in Property Maintenance within six (6) months of employment start date. Additional testing may be required by the \_\_\_\_\_, the Director of Public Safety, or City Council, as per Job Description.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** 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:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.