

POSITION DESCRIPTION

Title	Codes Enforcement Officer	Type	Management/Exempt
Department	Codes	Union	Non-Union
Date	July 16, 2021	Location	10

General Purpose

This is a responsible administrative and supervisory position in planning, directing, coordinating and enforcing zoning, property maintenance, and parking codes and regulations of the Borough. The Codes Officer is a Department Head and has primary responsibility for administering health and property maintenance codes and requirements. The Codes Officer shall provide staff assistance and advice to the Code Appeals Board, the Zoning Officer and Borough Manager in carrying out their responsibilities.

Reporting Structure

Reports directly to the Borough Manager.

Essential Duties and Responsibilities

1. Shall provide staff assistance and advice to the Code Appeals Board, the Zoning Officer and Borough Manager.
2. Administer and enforce zoning codes ordinance provisions up to and including court actions as necessary.
3. Responsible for learning to conduct inspections of property to determine conformance with applicable building and property maintenance, parking and other code standards.
4. Attends and provides training as necessary.
5. Issue citations and violation notices to offenders.
6. Ensure that the rental property database is up to date and accurate.
7. Ensure proper tracking of violations in applicable enforcement software. Provide reporting and metrics Bi-weekly.
8. Provide testimony in court, Property Maintenance Appeals Board, Codes Appeal Board and Residential Rental Appeals Hearings.
9. Communicate with staff, residents and neighborhood groups on the status of property.
10. Performs related work as assigned.
11. Inspect properties to determine violations of applicable code standards and document code violations.
12. Prepare activity reports and maintain records.
13. Determine property-owners, agents or other interested parties and to make contact to verify property ownership and responsibilities and to discuss code violations, code enforcement actions and documents code violations.
14. Perform court/administrative-hearing inspections and take action to correct.
15. Identify dangerous and/or defective structures.
16. Operate all required equipment such as testers, measuring tapes and computers.
17. Establish and maintain relationships with property owners, occupants, agents, contractors, representatives of other agencies and the public.
18. Keep records of all correspondence, reports, plans and documents pertaining to codes and rental housing inspection program applications submitted to the Borough in accordance with Borough and State Requirements.
19. Prepare, review, sign and maintain letters, notices and reports as required.
20. Provide information on code violation requirements and enforcement process at government and community meetings and at court and administrative hearings.

21. Review and recommend changes to Borough code fee schedules to keep current with costs incurred by the Borough in administering code provisions.
22. Serve as Fair Housing Officer for the Borough; handles housing discrimination complaints as received and makes referrals to appropriate agencies.
23. Serve as Emergency Management Coordinator for the Borough; coordinates the preparation and filing of reports to the local emergency planning agencies concerning hazardous chemicals used by the Borough in its municipal operations.
24. Supervise the updating of Borough rental housing inspection program files, permit parking regulations, etc.
25. May serve as Health Officer to inspect restaurants and issue health licenses as applicable; and to investigate and resolve complaints pertaining to unsanitary conditions upon receiving PA Health Officer Certification.
26. Performs other duties of an administrative nature as assigned/directed by the Borough Manager.
27. Supervise the activities of the Codes office staff, to include Regulated Rental inspectors, clerical position(s) and other Code Enforcement Officers.
28. Conduct Re-Sale Inspections.
29. Assist the Regulated Rental Inspector when required.

Required Minimum Qualifications and Certifications

1. High School Diploma or equivalent
2. Possess a valid Pennsylvania Driver's License (Class C)
3. One to three years' progressive experience and/or training in planning, zoning and/or codes enforcement.

Preferred Knowledge, Skills and Abilities

1. UCC Certification as a Building Inspector and 1 and 2 Family Dwelling Code Inspector.
2. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and correspondence, and to effectively present information and respond to questions from supervisors, clients, customers, and the general public. Ability to examine applications, interpret maps, site plans and plats; and ability to express ideas effectively, both orally and in writing.
3. Extensive knowledge of the principles, techniques, and practices in the field of code enforcement and code enforcement law.
4. Knowledge of rental housing inspection, and parking codes and regulations.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procurement manuals.
6. Ability to speak effectively before groups.
7. Ability to apply common figures and amounts such as percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
8. Knowledge of and working with various computer software, must adapt to new software and technologies and applications to include Microsoft Office software, Internet Explorer, email management, and telecommunications.
9. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
10. Ability to deal with problems involving several concrete variables in standard situations.

Physical Demands

1. The physical demands described here 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 functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk or hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

5. The employee will be required to and must frequently lift and/or move up to 25 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

Work Schedule and Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required to work some nights and weekends.
4. The employee is occasionally exposed to wet and/or humid conditions and unsanitary conditions.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
10. Hours will typically be scheduled, Monday thru Friday some weeks and 8 am – 5 pm Tuesday thru Saturday a minimum of twice a month. One Sunday a month and evening, weekend or hours adjustments may be required as job duties demand.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Borough of East Stroudsburg is an Equal Opportunity Employer.