



## Code Enforcement Officer

### JOB DESCRIPTION

**JOB TITLE:** Code Enforcement Officer  
**DEPARTMENT:** Code Enforcement Department  
**SUPERVISION:** Borough Manager or designee

#### SUMMARY OF DUTIES

The position of Code Enforcement Officer may be a full time or a part time position, pursuant to the offer of employment as made by Borough Council.

#### PRIMARY DUTIES

The primary duties of the Homestead Borough Code Enforcement Officer are:

- Systematic neighborhood inspections;
- Exterior housing inspections regarding structural or sanitation violations;
- Inspection and validation of complaints filed by neighbors or other interested parties;
- Rental Units Licensing, recording and maintenance of tenant list;
- The filing of charges, issuance of citations and presentation of cases in District Court.

#### DESCRIPTION OF DUTIES

##### 1. Handling Property Complaints

The code officer is assigned to handle complaints regarding sanitation issues; insect for rodent infestations; poor exterior or interior property conditions; sight obstruction problems and plants that are encroaching sidewalks and travel paths.

##### 2. Zoning Permits and Regulations

The code officer enforces zoning laws and makes sure that regulations are followed during the building and occupancy permit process. Zoning issues can involve lot size and coverage, how the property is being used, whether the structure is being built to proper height and in the correct area, and if it is set back in the property as it should be.

##### 3. Refers Building Permits, Occupancy Permits and Plan Reviews to Inspection Agency

Homestead Borough currently contracts with an outside agency to conduct Building Plan Review, Building Permits and Occupancy Permits. Parties who are designing, demolishing or altering an interior or exterior or building a home or structures of any type require a building permit. The code enforcement officer refers any blueprints, sketches and plans for the changes to the review agency. Once a permit is approved, the outside

agency performs periodic inspections to ensure the work is done according to code and zoning requirements. Any renovation or new structure requires the review of plans of the building before permits are even requested. A final review is then conducted to make sure the plans were followed—and all code followed—after the project is completed.

#### 4. Rental Unit Licensing

Homestead Borough Ordinances require that all landlords register their tenants with the Borough. The Code Enforcement Officer records tenant registrations in the Borough's Code Enforcement Software system. Works in tandem with the person designated by Borough Council to collect the Rental License Fee to ensure that fees for tenant registrations are collected.

#### 5. Files Charges and Issues Citations,

Writes citations and files charges with the District Magistrate's Office for violations of Borough Codes and Ordinances and the International Property Maintenance Code. Attends District Magistrate hearings on behalf of the Borough and collects fines and fees.

### TYPICAL DUTIES

1. Patrols streets and lots on foot and/or by car
2. Monitors Properties for Violation of Property Maintenance Ordinances (snow/ice, dangerous structures, house numbering, nuisance properties, trash, etc.), writes notices of violations and posts appropriate notices on the property.
3. Monitors various areas of the Borough for public nuisances and sends correction notices to property owners.
4. Monitors properties for recycling or garbage violations, writes notices of violations and files the appropriate paperwork.
5. Explains ordinances, as well as other laws, to the public and investigates complaints received on various nuisances, stray dogs, feral cats, refuse storage, and gives directions and assistance as needed.
6. Prepares documentation and represents the Borough at Magistrate hearings in relation to ordinance citations and appeals.
7. Maintains accurate and complete reports and documents.
8. Performs routine inspection of Borough parks and property.
9. Other related duties as needed.

### PERIPHERAL DUTIES

Works with other Borough departments including Police, Fire, Parking and Public Works to identify public safety hazard and issue necessary warnings and citations. Enters data into Borough Service Requests and Property Maintenance Database.

### RESPONSIBILITIES AND AUTHORITY:

The position of Code Enforcement Officer does not have supervisory responsibility, unless assigned by the Borough Manager.

The Code Enforcement Officer reports to the Borough Manager who issues work assignments and provides general supervision. The Code Enforcement Officer shall attend the regular monthly meeting of Borough Council, and shall attend any other Council meeting as required by the President of Council or the Borough Manager. The Code Enforcement Officer shall provide monthly reports to Borough Council and Borough Manager detailing all ongoing violations, complaint and other issues which he or she has been handling on behalf of the Borough.

#### MINIMUM QUALIFICATIONS

##### **Necessary Knowledge, Skills and Abilities:**

The position of Code Enforcement Officer requires the following knowledge, skills and abilities:

1. A thorough knowledge of the Homestead Borough Code, the Pennsylvania Borough Code and the International Property Maintenance Code.
2. Work is performed under the direction of an administrative superior. Assignments call for evaluative thinking and are carried out according to applicable codes, ordinances and regulations. The employee has a controlling responsibility for independently completing inspection assignments. Work involves conditions which can only be partially controlled and requires moderate physical effort.
3. The ability and stamina to walk lengthy distances. Enter and exit various type of building sites and endure all types of weather conditions.
4. The ability to deal with the public using tact and courtesy and the ability to use discretion in enforcement duties.
5. The ability to communicate well with others and write legibly and speak clearly.
6. The ability to read, comprehends, interpret and apply laws and ordinances.
7. The ability to observe, document and recall situations.
8. Ability to create and complete reports with accuracy.
9. Ability to respond to the various needs of the Borough and to react with the flexibility required for the position.
10. Knowledge of computer technology including internet and email usage, ability to use Microsoft Office Suite including Word, Excel and Access is required.
11. Must be able to work some nights and weekends.

#### TOOLS AND EQUIPMENT USED

1. Telephone system
2. Personal computer including spreadsheet, database, and word processing. Internet usage including email and online searches.
3. Copy and fax machines
4. Postage machine
5. Other tools or equipment as assigned or required

#### PHYSICAL DEMANDS

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.

1. Ability to walk in all weather conditions and enter and exit buildings with varying degrees of accessibility.
2. Ability to be courteous and tactful to the public, including those who verbally confront officer
3. Ability to write legibly
4. Ability to lift and/or move up to 50 pounds

#### WORK ENVIRONMENT

1. Work environment includes working both in the office and outside the office patrolling the streets and inspecting properties

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.

#### SPECIAL REQUIREMENTS

1. Must possess and maintain a current and valid Class C (or Class 1) Pennsylvania Motor Vehicle Operator's License throughout employment

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the Borough of Homestead and the employee and is subject to change by the Borough of Homestead as the needs of the Borough and requirements of the job change.

#### SELECTION GUIDELINES

1. The Code Enforcement Officer must be a high school graduate or possess a GED as well as a valid PA Driver's License. Some experience in building inspection is desirable. Construction experience is desirable.
2. Successful completion of a background check is required
3. May include submission of resume and cover letter, rating of education and experience, oral interview and reference check, and/or job related tests.

Signature \_\_\_\_\_ Date \_\_\_\_\_