

BOROUGH OF ELIZABETHVILLE

CODE ENFORCEMENT OFFICER JOB DESCRIPTION

The specific job functions and responsibilities of the Code Enforcement Officer (CEO) shall be determined by Council and shall be included in a job description for the position which is subject to changes upon the majority vote of Council. Employee compensation is contingent upon qualifications and approval of Borough Council.

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

HOURS

This is a part time position of approximately 16 – 20 hours per week. Some weekends and night time work may be required. Additional hours may be required in the event of an emergency

SUPERVISION RECEIVED

Works under the general guidance and direction of the Elizabethville Borough Council and Secretary with direct contact to the Police and Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

On a daily basis patrols or inspects the Borough of Elizabethville to monitor for violations of local ordinances and codes.

Responds to complaints within 48 hours of potential violations relating to the Borough adopted ordinances including nuisances, hazardous sidewalks or other conditions, building maintenance, land use, animals, noise, blight, dumping, clearing, grading, polluting, as well as other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and discuss with violators and if necessary issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, citations, relating to code enforcement issues and actions. Provides information to persons who request information or assistance regarding, Code of Ordinance and code enforcement related matters. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position

Works with the Borough Secretary, Council (Police and Safety Committee), Solicitor (Attorney), Engineering firm and others to prepare cases for hearing or trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with solicitor when necessary prepares case report for court action; testifies in court. Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

JOB FUNCTIONS and RESPONSIBILITIES

The Code Enforcement Officer Shall:

- 1- Enforce all Borough ordinances and all applicable codes, rules, and regulations in a fair and impartial manner.
- 2- Administer citations of violations, per the Borough Code/Ordinances.
- 3- Maintain and generate 2 separate monthly reports to be prepared and distributed on the Thursday prior to the monthly Borough meeting. One for the monthly public report statistics of a general fashion that will be given to the Borough Secretary for inclusion in meeting packet. One for the Police and Safety Committee, with details of the all events/incidents being reported.
- 4- Respond to all complaints and must be addressed within 48 hours and documented. Also you are required to make observation working on weekends at times due to snowfall or other issues to gather evidence, meet and or correspondence with violators due to sidewalks cleanup per code/ordinances.
- 5- Report all complaints/incidences directly to the proper Police and Safety Committee Chairperson (first) and/or Borough Council President within timely fashion, if any questions arise.
- 6- Receive and investigate complaints from the public, tenants, residents, council members, and/or other employees; all complaints to be maintained in a file for each residence/property address in hard copy form and on the computer, which include but are not limited to the dates, times, addresses, and reason for the complaint being filed, along with the Borough Ordinance for which the complaint is addressing.
- 7- Conduct pre-inspections and post-inspections of appropriate permit- required projects/constructions to ensure compliance with all Borough ordinances, applicable codes, rules, and regulations. Note: This includes only those projects that fall within the Borough's authority. This does NOT include projects that require PA Labor and Industry permits and third party inspections. Contact applicable committee chair or Borough Council President if in question.
- 8- All communication with regards to the complaint are to be documented with date/time phone calls made, emails sent, and/or visits to the physical locations. Owners' responses must be documented immediately as well.
- 9- Identify and resolve Borough issues and concerns in a timely manner and report corrective action to Police and Safety Committee before addressing the issues at a Borough Council Meeting.

- 10- In the case of an emergency, he/she should report to the proper Chairperson and the Borough Council President immediately.
- 11- Receive any concerns from the Borough Maintenance Supervisor, Secretary, or council member that he/she may see while on the job and investigate the issues on same date as reported.
- 12- Create and maintain a file for all landowners once they receive their first notice of offense. Each and any subsequent offenses will be documented and all forms of communication to be held in the file, via copies of emails, hard copies, or computer files.
- 13- Perform Landlord/Tenant Inspections of properties, per the Borough Code/Ordinances.
- 14- Attend hearings at District Justice Office or other court procedures on behalf of the Borough of Elizabethville and Council, when necessary.
- 15- Bring to the attention of Borough Council, Police and Safety Committee (first) and or Council President any concerns of violations that may be in question, prior to contacting landlords/landowners.
- 16- Maintain a file that will be created for all Landlords. Maintain a list of contact information for every landlord known in the Borough. Maintain a spreadsheet for all bi-annual landlord inspections and keep hard copies/computer files of the inspection reports.
- 17- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- 18- Communicate with the Borough office when necessary throughout the shift.
- 19- Keep the Borough Council, Police and Safety Committee (first) and or the Council President or any designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- 20- Attend meetings, workshops, and training sessions and review publications to become and remain current on principals, practices and new developments in assigned work areas. The CEO shall be compensated at their hourly rate for time and attendance. If unable to attend any meeting, employee must notify Borough Council, Police and Safety Committee and Borough Secretary. President within 3 days, or ASAP, prior to any scheduled meeting/event that he/she is required to attend. Leave will be scheduled with the Police and Safety Committee (first) and must be approved also informing the Borough Secretary.
- 21- Respond to required afterhours calls for emergencies that involve the Borough.
- 22- Perform specialty tasks as requested by the Borough Council.
- 23- Perform work assignments in a professional, expeditious and safe manner. This will include wearing and/or using the appropriate safety equipment.

- 24- Report all accidents to self and/or property, and safety concerns to the Borough Council, Police and Safety Committee (first) and or Borough President within 4 hours of the incident, or ASAP. Incident should then be reported from the Borough Council President or proper Chairperson to the Borough Secretary within 24 hours or next business day, for proper filing and insurance purposes.
- 25- Perform cooperative chores with Washington Township when assigned.
- 26- Coordinate activities with other departments; for example he/she shall share information as necessary.

JOB REQUIREMENTS

The Code Enforcement Officer:

- 1- Must possess a valid Pennsylvania State driver's license and display it to Council upon request. Failure to maintain a valid Pennsylvania State driver's license may be grounds for immediate termination. Must have own vehicle to perform duties keeping track of mileage which will be reimbursed monthly at a current rate of \$.535 / per mile IRS rules are subject to change.
- 2- Must have a high school diploma or equivalence.
- 3- Must be able to work evenings, night shift, holidays, and weekends if necessary.
- 4- Must be able to attend meetings, seminars, and other required events, as necessary upon request.
- 5- Must be able to travel to various work sites and Borough locations.
- 6- Must have ability to read, comprehend, interpret, and apply Borough ordinances and applicable codes, policies and procedures, rules, and regulations. Must have effective oral and written communication skills to work effectively as team member with Borough Council, other employees, and with the public.
- 7- Must be able to assist with other employees in nominal tasks, upon request.
- 8- Will be required to work _16_ hrs. /week, not to exceed ___20___ hrs. /week.
- 9- Must have a criminal background check at Borough's expense.
- 10- Must have working knowledge of information technology systems, basic software applications (ie Microsoft Office products, computers, fax machines, copiers, etc.
- 11- Upon being hired, he/she will be required to sign a drug-free workplace agreement.
- 12- Have a pre-employment physical examination and drug test by a physician designated by Borough of Elizabethville. Satisfactory clearance to perform essential job functions will be required.

- 13- Have a working knowledge of map and blueprint reading.
- 14- Must represent the Borough of Elizabethville in a professional manner with proper attire and respond to the public, employees, Mayor, and Council Members, in a courteous manner.
- 15- Must perform related, similar, or other logical duties as assigned by the Borough Council. Borough Council may require employee to perform functions beyond those contained in this job description.
- 16- Must have ability to obtain a first-aid/CPR card.
- 17- **Specific to item 16 of job requirements:** Will be offered for certification obtained, a pay increase of \$0.25/hr per successful proof of completion would be given as a result of employee completing, and continuing the certification in good standing during the course of employment. All costs associated with obtaining this certification would be paid for by the Borough of Elizabethville. If certifications were to expire, pay privileges for the employee would be removed. This wage privilege is not subject to increases, and is subject to changes upon the majority vote of the Borough Council.

THERE WILL BE NO SMOKING ALLOWED IN BOROUGH BUILDINGS, BOROUGH VEHICLES, OR WHILE OPERATING ANY BOROUGH EQUIPMENT.

EMPLOYEE _____ DATE _____

CHAIRPERSON, PERSONNEL COMMITTEE _____

BOROUGH COUNCIL PRESIDENT _____

Last Updated Personnel Committee Chairperson, 02/11/2017