

CODE ENFORCEMENT OFFICER

General Definition of Responsibilities

This is full-time work involving the enforcement of Borough property maintenance and housing codes and related ordinances such as those relating to sidewalk and street openings, garbage and trash collection, and brush/grass/weeds.

The position involves field work, record keeping, and extensive administrative follow-up. The job entails responsibility for the following, among other things:

1. Inspection of rental properties to ensure compliance with building and property maintenance codes
2. Reviewing applications and issuing rental licenses
3. Maintaining records and files on residential rental properties in the Borough
4. Conduct inspections and issue Certificates of Occupancy
5. Property inspections for compliance with sanitary and property maintenance codes
6. Issues sidewalk and street openings, and street occupancy permits
7. Issuance of licenses for hawkers, peddlers, and solicitors
8. Respond to PA One-Call inquiries
9. Notify local tax collection agency of changes in residency
10. Other work as may be identified by the Borough Manager

Job Performance Requirements

Inspects buildings or structures to insure compliance with property maintenance codes and related Borough ordinances, and zoning code requirements.

Reviews and issues Certificates of Occupancy for both initial and continued occupancy of a building.

Serves as staff liaison to the Board of Health.

Administer an annual licensing program covering residential rental units in the Borough.

Inspects rental properties, which can be single family dwellings, apartment houses, and rooming houses with emphasis placed on the safety and health of tenants which includes attention to:

1. Adequate and safe means of egress from the building.
2. A careful inspection of the electrical system.
3. An inspection of all mechanical equipment, including furnace, boiler, hot water heater, and kitchen range to ascertain the condition of the equipment for safe operation.

4. Attention to fire safety. Objects in the path of egress, combustible materials placed too close to mechanical equipment. The installation and operation of smoke detectors.
5. Interior conditions such as deteriorating floors, ceilings, walls, windows, doors, bathroom and kitchen tile.
6. Inspect all plumbing for proper operation of closets, lavatories, sinks, floor drains, and sump pumps. Check to insure stormwater is directed to the Borough's stormwater sewer system and sanitary discharges are tied into the Borough's sanitary sewer system.
7. For sanitation determine that the means of disposal for trash and garbage is adequate and if proper trash containers are available.
8. Exterior condition of the walls, windows, porches, railings, and spouting and including sidewalks, fences, and accumulation of trash and junk in yard.

Issues sidewalk and street opening permits and enforces same.

Completes the PA Uniform Construction Code, Act 157 of 2006 - Code Official and Contractor Training Account, Form DCED-GCLGS-13, quarterly.

Receive and record permit application fees and submit weekly to the Municipal Clerk.

Answers complaints on violations of ordinances and regulations.

Testifies in court to code violations and conditions found during inspections.

Maintains municipal eligibility under the National Flood Insurance Program by insuring that the Borough flood plain ordinance incorporates required flood plain management criteria and submits annual reports.

Prepare written reports in neat and legible manner. Violations are to be expressed clearly and corrective action identified. Each violation must be cross referenced with the appropriate section and paragraph number of building code/property maintenance code/or governing Borough ordinance.

Performs other related work as required.

Minimum Acceptable Training and Experience

High school diploma or educational equivalent and a valid drivers' license. General knowledge of property maintenance and housing codes and requirement to obtain ICC certification within 6 months of hire.

Knowledge of methods, materials, practices and principles used in building construction and alterations.

Computer knowledge (Microsoft Outlook, Word, and Excel) is desirable. Experience with CSDatum is preferred.

Ability to recognize improper or faulty operating conditions and other hazardous conditions that could negatively affect the safety and health of occupants and recommend corrective action.

Ability to establish and maintain effective working relationships with municipal officials, staff, and the public.