

BOROUGH OF NAZARETH
CODE ENFORCEMENT OFFICER
JOB DESCRIPTION

General Definition

The position involves inspectional work using considerable independent judgment and initiative to enforce municipal codes associated with property maintenance, grass and weeds, snow removal, refuse and recycling and all other applicable codes and regulations.

The position involves considerable communication and interaction with the general public, landlords, renters, real estate agents, homeowners, other government entities and private business.

Work is completed in both office and site environments and may include exposure to hazards and angry citizens in the performance of duties.

Council shall receive, prior to the Borough Workshop and the Law Committee Meeting on the last Monday of the month, a monthly activity and violations report with a summary of citations, fines, court activity and proposals for possible additions to Borough Codes. Reports will contain specific violation designations...examples "Warning", "First Notice", Second Notification, Final Notice before Prosecution to show the progression of the process

The position involves occasional attendance at Borough Workshops, Borough Business Meetings and Law Committee Meetings...Council and/or the Borough Secretary/Treasurer will notify when attendance at any of them is required

The position involves occasional testimony at Magistrate Hearings working in conjunction with the Nazareth Police Department and the Solicitor's Office for enforcement purposes

Typical Examples of Work

Enforces property maintenance, electrical, exterior failures, water runoff deficiencies and Borough Ordinances.

Performs weekly Borough drive thru's in search of violations regarding abandoned cars, excessive and illegally put out refuse and recycling, work done or ongoing without permits and grass and weed violations

Performs post snowstorm inspections to find unshoveled walks or snow pushed on to Borough streets and issues warnings and citations for violations.

Performs periodic inspections to ensure compliance.

Performs inspections in response to complaints, permits and violations of Borough Codes and Ordinances.

Prepares reports, letters, notices and citations describing violations of codes and ordinances.

Monitors the collection of Fall leaves put out by residents for the forbidden inclusion of sticks, branches and other prohibited materials which could be added to streetside leaf piles

Maintains paper and computer records and logs.

Presents evidence and testifies in court regarding code violations.

Communicates ICC and relevant Borough Codes and Ordinances to the public, landlords and property owners.

Act as a liaison between the Code Department which the designated person heads, Nazareth Borough Council, the Borough Solicitor, the Borough Engineer, the Secretary/Treasurer and the Zoning Officer.

Performs other related duties as required.

Preferred Knowledge, Skills and Abilities

General

Thorough knowledge of inspection and code enforcement practices, procedures and methods.

Thorough knowledge of general property maintenance, grass and weeds maintenance requirements and snow removal codes and ordinances.

Ability to use personal computers and software including word processing and spreadsheets.

Ability to accurately complete administrative forms and reports in a timely fashion.

Ability to respond to common inquiries or resident complaints and inquiries and complaints from regulatory agencies or members of the business community.

Ability to detect violations of all applicable codes, ordinances and to recommend an appropriate corrective action

Ability to write accurate reports, correspondence and memos in a coherent and logical manner

Ability to effectively and courteously present high quality information to residents, contractors and other Borough of Nazareth employees

Ability to communicate effectively and enforce codes and ordinances firmly and impartially

Ability to prepare notices, reports or communications in an electronic format and through verbal platforms

Ability to work courteously and tactfully when dealing with others.

Ability to work in coordination with others.

Ability to work under pressure typically associated with this type of position.

Ability to carry out job functions with or without supervision.

Ability to drive a car as required.

Ability to maintain confidentiality.

Specific

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals with and without a calculator.

Ability to calculate figures and amounts such as proportions, percentages, volumes and area.

Reasoning Abilities

Ability to assess situations, collect data, verify and establish facts and draw valid conclusions

Ability to solve practical problems and deal with a variety of concrete variables

Experience and Education

Responsible experience combining construction, housing and inspections, one year of which preferably is primarily related to building codes enforcement and construction inspections, or any equivalent combination of experience and education plus experience with public interaction

Ability to work in confined spaces, crawl under buildings/structures. read drawings and climb ladders required.

Background check will be required.

A physical exam and report shall be required.

Physical Demands

Moderate walking and climbing of stairs is required as well as standing possibly on uneven, unmaintained, slippery surfaces. Climbing stairs, ladders, structures and hills is also required along with lifting materials overhead to post signs and notices of violations.

Ability and capability to lift and/or move up to ten (10 lbs) pounds and occasionally lift and/or move up to forty five (45 lbs) pounds

Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Ability to work in outside cold, windy, rainy, snowy, wet and warm weather conditions

Minimum Required Certifications and Licenses

A current and valid PA driver's license.

High School diploma or equivalent G.E.D.

A construction background or trade school training is a plus

Passage of PA State Police background check to include clearance for interacting with children

Special Skills

To maintain Code Enforcement Officer position, employee must obtain, within eighteen (18 mths) months of hiring a State of PA International Code Council Property Maintenance certification and then is required to maintain that certification for continued employment

Essential Functions

The above duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The employee shall be an "At Will", part time employee with hours, a weekly minimum and a schedule of days and times...yet to be determined as needed

Salary Range

Hourly...determined based on qualifications and experience.