

BOROUGH OF NORTHUMBERLAND

JOB TITLE: Code Compliance / Enforcement Officer and Permit Specialist

DEPARTMENT: Borough Office

REPORTS TO: Borough Council President; Borough Manager/Secretary, Borough Council

PRINCIPLE PURPOSE OF JOB: This is a technical position with principle responsibilities relating to the administration, implementation, interpretation and enforcement of the Borough's code compliance and code enforcement and the issuance of permits within scope of authority. The position oversees a variety of Borough Codes pertaining to building, housing, abatement, land use, nuisances and other related ordinances and functions.

LEVEL OF AUTHORITY: Perform routine duties independently, occasionally seeking technical guidance from supervisors, Borough Solicitor or Borough Engineer. Must be able to set and adjust priorities throughout the work day, schedule own work in accordance with established and general policies concerning such activity, organize workload, handle multiple responsibilities, and meet deadlines. Requires good research and organizational skills, requires close attention to requirements for processing and documenting casework, and requires the ability to personally deal tactfully and effectively with members of the public.

WORK ENVIRONMENT: Work may be performed in an office setting, but additionally requires a considerable amount of field work and investigation. Work also is required in Court or public hearings as the Borough's representative or agent in code compliance/enforcement issues. Work also requires the safe operation of a Borough owned vehicle.

ESSENTIAL JOB FUNCTIONS:

- 1) Confer with and advise members of the public, property owners, architects, engineers, developers, public utilities, and others regarding the Borough's planning and development policies, procedures, and standards; provide and explain requirements of building, electrical, plumbing, mechanical, zoning and related codes and ordinances; review violations; explain intent of codes; and gain compliance through various creative means and/or legal action. Write letters assisting with, and directing compliance of, specified issues.
- 2) Review applications and construction plans for code compliance; issue permits for building, electrical, plumbing, mechanical, curb cuts, street excavations and related work; calculate appropriate fees.
- 3) Respond to citizen complaints or other referrals pertaining to nuisances such as junk violations, unsafe structures or properties, in a prompt and courteous manner.
- 4) Prepare and maintain records and statistics relating to compliance and/or enforcement activities. Prepare summary reports as required. Propose amendments to specific Borough codes or regulations which relate to the position and which would enhance the Borough's compliance and/or enforcement activities.
- 5) Undertake ongoing field investigations to pro-actively maintain compliance with applicable land use standards and nuisance ordinances. Monitor permit-holders for compliance with applicable codes or regulations. Conduct investigations of violations, gather evidence, issue notices of violations or citations, and prepare written reports of such investigations.

- 6) Coordinate efforts with other departments including fire, health, police, streets, or any other entity to assure appropriate action and uniformity of interpretations, application and enforcement of regulations and codes.
- 7) Confer with the Borough Manager/Secretary or Borough Clerk regarding the permit inspection schedule and code enforcement schedule before each day begins. Keep a notebook log of work accomplished.
- 8) Report monthly to the Council as to the number of inspections completed and other duties as listed above. The code and permit work schedule needs to reflect the code and permit priorities of the President of the Council. Report to the Borough Manager/Secretary or Borough Clerk regarding daily matters. May need to report to the Mayor in the case of a borough emergency.

OTHER QUALIFICATIONS AND CAPABILITIES:

- a) The position requires the employee to regularly walk, stand, stoop, bend, and get in and out of a vehicle.
- b) The employee must occasionally exert or lift up to 25 pounds.
- c) Work is typically performed in an outdoor environment in all types of weather conditions.
- d) The position requires the ability to use a personal computer (IBM compatible), copy machine, facsimile machine, telephone, camera, calculator and various small tools (i.e. hammer, staple gun, nails etc.)
- e) You must possess a valid Pennsylvania driver operator's license.
- f) You must have the ability to earn or maintain any professional standards or credentials as may be required by the Borough or the Commonwealth of Pennsylvania for the position of Code Compliance/Code Enforcement Officer. You must have the ability to learn, interpret and apply various codes, as well as the ability to learn methods and practices of construction and materials used in construction.
- g) As a condition of employment, employee must agree to work in a drug free workplace environment and must agree not to use tobacco products of any kind while in vehicles and buildings.

The statements contained in this job description reflect general details as necessary to describe the functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. In the event of an emergency, it may be required to work long or unusual hours during the emergency.