



CITY OF EASTON

PENNSYLVANIA

OFFICE OF HUMAN RESOURCES

Code Compliance Officer

JOB DESCRIPTION

Summary/Objective

Working under the general guidance and direction of the Chief Code Administrator and the Assistant Code Administrator, perform various inspections and balance multiple complex objectives under time constraints utilizing various tools, software and technological devices to achieve these goals.

Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspections of buildings and properties for the enforcement of the adopted municipal ordinances and to insure their conformity with safety standards and elimination of fire hazards.
- Inspects buildings and structures in the process of construction, alteration or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws.
- Explains the requirements of the local building code, local zoning ordinances and other applicable laws to building contractors and to the general public.
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures.
- Investigates complaints and assists in prosecuting violations of the building and fire prevention code and zoning ordinances.
- Prepares reports and keeps related records.
- Tabulates land use and other data; analyzes map data and drafts reports.
- Develops planning data from interviews with agencies or persons involved in specific projects.
- Reviews planning and environmental aspects of federal and state assisted projects; problems, zoning analyses, and performs related field studies;
- Develops presentation material as assigned.
- Attends day and evening meetings as required and/or requested.
- Conducts field surveys of existing land use, urban renewal conditions, traffic.
- Performs research investigations including statistical analysis, library research and personal contact with other agencies.

Analytical Ability

1. Demonstrate ability to identify problems and work creatively to resolve them.
2. Complete work within established time frames.
3. Communication proficiency.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications Required for Appointment

Graduation from high school or GED, current certification by the Pennsylvania Department of Labor and Industry and the International Code Council in the following categories:

1. Residential Building Inspector
2. Two other inspection or plan review categories

Education supplemented by two (2) years of experience in the building trades, engineering, code enforcement, architecture, building inspection; or equivalent combination of training and experience.