

Code Compliance Officer
Department of Planning and Codes/Bureau of Codes Enforcement

Class Title: Code Compliance Officer
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Class Definition: Working under the general guidance and direction of the Director of Planning and Codes, the Chief Codes Administrator, and the Assistant Codes Administrator, the incumbent performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. A job related open-book literacy and comprehension assessment will be administered to the senior bidder. Any person appointed to this position will be subject to an evaluation period pertaining to transfer or new employment.

Distinguishing Features of Work: Work usually involves application of individual initiative and judgment. Work frequently involves complete immediate responsibility for carrying through entire procedure of considerable importance in departmental operations. Work is usually performed independently, but a supervisor is generally available for advice in unusual or difficult problems.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Composes and edits a variety of correspondence, reports, memoranda, and other materials requiring independent judgment as to content, accuracy, and completeness. Assists in the resolution of complex and sensitive customer service issues, either personally, by telephone or in writing. Provides a variety of code enforcement and building related information to the public and governmental agencies. Periodically patrols or inspects assigned areas to monitor for violation of local codes. Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or 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 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, flyers, brochures, and reports relating to code enforcement issues and actions. 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. Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies as needed. Works with police and prosecutors to obtain written or tape recorded statements, depositions, or admissions, as needed. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of

activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court. Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

Tools and Equipment Used: Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, copy and fax machines, and tools and equipment traditionally used for detection, inspection and safety in the inspection process.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field setting. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration. The noise level in the work environment is usually moderate.

Necessary Knowledge, Skills, and Abilities: The minimum requirement for the position is the ability to pass, with a 75% or better, a two-part job-related open book literacy and comprehension assessment. Once in this position, the employee will be required to obtain an International Code Property Maintenance Housing Inspector's certification within forty-five (45) calendar days of the starting date in this position, having no more than two attempts to achieve the certification. Failure to attain required certifications and licenses in the time specified may result in demotion to a lower paying position, if available, or termination of employment. Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques; and public

safety codes; working knowledge of inspection techniques. Knowledge of the building and housing codes adopted by the City of Easton and general land use development; working knowledge of zoning regulations and working knowledge of building administration. Considerable knowledge of manual and computerized record keeping systems. Ability to read and understand simple plans and blueprints. Skill in operating the listed tools and equipment. Ability to prepare, organize and maintain inspection field data, reports and systems; ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors, as well as with contractors, developers, architects, engineers, property owners, and the general public. Ability to follow verbal and written instructions; ability to handle stressful situations and effectively deal with difficult or angry people; ability to work under stressful conditions and with frequent interruptions.

Desired Minimum Qualifications Required for Appointment: Graduation from high school or the equivalent of a high school diploma (GED). The ability to pass, with a 75% or better, a two-part job-related, open book literacy and comprehension assessment prior to a contingent appointment to the position. An employee in this position will be required to obtain an International Code Property Maintenance Housing Inspector's certification within forty-five (45) calendar days of the starting date in this position, having two chances to take the test. Two years experience related to inspection, law enforcement, fire protection, building inspection, land use, public administration or a related field, or two years of general office, communications, or records management experience. The equivalent combination of education and experience may be considered by management. Must be able to read and write the English language and to communicate effectively orally and in writing. Some knowledge of code enforcement principles, procedures, and techniques. Ability to learn the applicable housing and code laws, City ordinances and departmental rules and regulations. Must possess a valid Pennsylvania state driver's license and a safe driving record. Ability to learn the City's geography. Considerable knowledge of manual and computerized record keeping systems. Ability to read and understand simple plans and blueprints. Proficiency in the use of a personal computer, including word processing and specialized software, two-way radio, phone, typewriter, calculator, fax machine, and copy machine.

Work Schedule: Per established departmental policy.

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