

CODE ENFORCEMENT OFFICER I

These specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the CKCOG Code Enforcement Supervisor or their designee, performs a variety of technical duties in support of the CKCOG members code enforcement programs; monitors and enforces a variety of codes and ordinances including those related to public nuisances, abandoned vehicles, license regulations, and other issues relating to health, safety, and welfare of the community; and serves as a resource and provides information on regulations to property owners, residents, businesses, the general public.

IDENTIFYING CHARACTERISTICS

This position is the entry-level class in the Code Enforcement Officer series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Code Enforcement Officer II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties and is at the discretion of higher level supervisory or management staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of field and office work in support of the CKCOG members code enforcement program; enforces compliance with regulations and ordinances including those pertaining to public nuisances, abandoned vehicles, license regulations, and other issues relating to health, safety, and welfare of the community.
2. Initiates investigations as necessary for observed violations as well as citizen complaints; conducts field inspections of businesses, parcels of land, structures, vehicles, and stored materials to ensure compliance with applicable ordinances and state laws; obtains statements from complainants; contacts responsible individuals in person and in writing; prepares and posts necessary citations, violations, and other notices related to required abatements, outlining proper

- correction methods and time limits, and all necessary remedial work required; issues Administrative citations; monitors and re-inspects properties to ensure continued compliance.
3. Prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution in situations of non-compliance, acts as a liaison with the Municipality Attorney and the courts regarding property abatement.
 4. Cites vehicles and coordinates the removal of abandoned and illegally parked vehicles.
 5. Performs a range of duties in support of the municipality's rental property license program.
 6. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities; draws diagrams and illustrations and takes photographs of violations.
 7. Prepares a variety of written reports, memos, and correspondence related to enforcement activities; assists in the preparation of legal documents and correspondence.
 8. Provides customer service over the phone and at the front counter; receives and responds to complaints from the public and staff; responds to questions and concerns from the public, departmental staff, and other agencies; provides information as appropriate and resolves service issues and complaints; interprets codes and regulations; cooperates with neighborhood improvement groups and organizations interested in neighborhood beautification, improvement, and clean up.
 9. Performs related duties as required.

QUALIFICATIONS

The following qualifications generally describe the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program. Principles, practices, and methods used in the enforcement of a variety of codes. Pertinent codes, ordinances, laws, and nuisance abatement, health and safety, and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. CKCOG services and organizational structure as they relate to code compliance. Legal actions applicable to code enforcement compliance. Effective public relations practices. Principles and procedures of record keeping. Methods and techniques of business correspondence and technical report preparation. Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications. Occupational hazards and standard safety procedures.

Ability to:

Independently perform a full range of municipal code enforcement and compliance

duties. Interpret and apply applicable codes, ordinances, and regulations, nuisance abatement, and health and safety issues. Inspect and identify violations of applicable codes and ordinances. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency. Read and interpret legal documents and descriptions. Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files. Research, compile, and collect data. Prepare clear and concise technical reports. Work independently in the absence of supervision. Exercise sound and independent judgment. Follow written and oral instructions. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDLELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in planning, public administration, law enforcement, or related field is desirable.

Experience:

Two years of paid experience working effectively with the public preferably including experience in the interpretation and application of codes, laws, rules and procedures.

License or Certificate:

Possession of a valid Pennsylvania driver's license. Possession of, or ability to obtain within one year of appointment, the certification as a Code Enforcement Officer issued by the ICC Certification at the Basic level.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Indoor and outdoor environments; work alone; travel from site to site; employee may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to

occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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