

TOWNSHIP OF ELIZABETH
ALLEGHENY COUNTY, PENNSYLVANIA

JOB DESCRIPTION

JOB TITLE: Code Enforcement Officer / Zoning Officer / Building Code Official/Building Inspector

DEPARTMENT: Code Enforcement

TERMS: (1) Full-time and Part-time daylight shift; other hours as required
(2) Salary negotiable
(3) Exempt position
(4) Non-Union employee

SUPERVISION: Township Office Manager or designee

Summary of Duties

Under general supervision, performs a variety of technical duties in support of the Township's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, storm water, floodplains, and other matters of public concern; and serves as a resource and provides information on Township regulations to property owners, residents, businesses, contractors, developers, the general public, and other Township departments and divisions

Essential Functions and Responsibilities

- A. Perform a variety of field and office work in support of the Township's local code enforcement program
- B. Enforce compliance with Township regulations and ordinances
- C. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Township codes and ordinances
- D. Conduct field investigations, inspect properties for violations, and attempt to make contact at the residence or business to resolve violation
- E. Issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations

- F. Prepare evidence in support of legal actions taken by the Township, and appear in court as necessary to testify at hearings and in court proceedings as required
- G. Maintain accurate documentation and case files
- H. Prepare a variety of written reports, memos, and correspondence related to enforcement activities
- I. Attend Board of Commissioner, Zoning, Planning, and Code meetings as necessary, and provide any necessary materials
- J. Locate vacant residences and businesses, and secure the buildings with proper materials as necessary
- K. Respond to inquiries from employees, residents, and vendors via phone, email, and in-person
- L. Assist in planning and implementation of township events and meetings
- M. Conduct research as directed by the Township Manager, in accordance with township policies and procedures
- N. Provide back-up to other clerical positions
- O. Communicate all issues to the Office Manager in a timely fashion
- P. Assure assignments and projects are completed in a timely and professional manner
- Q. Conduct occupancy, commercial fire/safety, and rental inspections as needed
- R. Conduct residential plan review and inspections as needed
- S. Prepare draft ordinances for township adoption
- T. Distribute, copy, fax, file, and/or prepare correspondence, postings, reports, and other documents as necessary and as directed in a timely and accurate manner as needed
- U. Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues
- V. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency
- W. Mediate resolutions in a timely and tactful manner
- X. Conduct field investigations
- Y. Review and issue permits that comply with Township standards
- Z. Obtain an inventory of amusement devices within Township establishments and distribute annual licenses
- AA. Analyze and read land surveys, maps, and construction plans
- BB. Prepare Zoning Appeal documents and notification, and post properties as required by Pennsylvania law
- CC. Inspect properties immediately after a fire, or other destructive incident, at the request of the Fire or Police Departments, even if it occurs after typical work hours.
- DD. Serve as the township Floodplain Manager

Desired Minimum Qualifications

Education/Training:

- Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or another related field.

Experience:

- One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable

Certifications:

- Pennsylvania Labor & Industry certifications related to required inspections
- Pennsylvania Building Code Official Certification

Tools and Equipment Used

- Telephone system
- Personal computer
- Copy machine
- Postage machine
- Fax machine
- Calculator
- GFCI tester
- Other equipment/tools as may become available and deemed useful.

Physical Abilities

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision 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.

The noise level in the work environment is usually quiet while in the office. However, when in the field, the noise level is moderately loud or, on occasion, very loud. This job consists of a significant amount of fieldwork.

While performing the duties of this job, the employee occasionally 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 of electrical shock, and vibration.

- Ability to navigate small interior spaces and varied outdoor terrains

Special Requirements

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. 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.

The job description does not constitute an employee agreement between Elizabeth Township and the employee and is subject to change by Elizabeth Township as the needs of the township and requirements of the job change.