

JOB DESCRIPTION

JOB TITLE: Zoning/Code Enforcement Officer / Building Inspector

GENERAL:

1. Work Location: Borough of Youngwood
2. Work Week: Part-time; 32 hours per week.
3. Estimated Salary: \$40,000

POSITION SUMMARY:

The Code Enforcement/Zoning Officer/Building Inspector is responsible for administering and enforcing applicable municipal ordinances. Adopted building and zoning regulations related to property maintenance, reviewing and issuing residential and commercial building permits. The employee performs inspections of residential, commercial and vacant properties to identify violations, educate property owners, and ensure compliance with Borough ordinances to protect the health, safety and welfare of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct routine and complaint-based inspections of residential, commercial, industrial and vacant properties.
2. Enforce all ordinances, nuisance complaints, végétation régulations, and other applicable municipal codes.
3. Investigate complaints regarding unsafe structures, high grass and weeds, abandoned vehicles, trash accumulation, exterior property maintenance, and other nuisance conditions.
4. Issue notices of violation, citations, warnings, and compliance orders in accordance with Borough ordinances and applicable laws.
5. Prepare inspection reports, photographs, correspondence, and maintain accurate records of enforcement activities.
6. Reinspect properties to verify compliance with corrective actions.
7. Coordinate enforcement efforts with the Borough Manager, Public Works Department, Solicitor, and other agencies as necessary.
8. Prepare documentation and exhibits in support of legal actions taken by the Borough, attend District Court hearings, and provide testimony regarding code enforcement cases.
9. Assist residents, contractors, landlords, tenants, businesses, and property owners by explaining applicable codes and compliance requirements.

10. Maintain a valid PA UCC Certification Card
11. Maintain electronic and paper records utilizing municipal office technology.
12. Prepare monthly and annual reports detailing inspections, violations, compliance rates, citations, and enforcement activities.
13. Review and evaluate zoning/building permit request, variance requests, provide guidance and assistance to property owners, developers, and contractors regarding zoning requirements and procedures.
14. Represent the Borough in zoning hearings/meetings, presenting information and recommendations to the zoning hearing board.
15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have a high school diploma or GED required.
- Background, drug and alcohol checks required.
- Experience in code enforcement, inspections, construction, property management, or a related field required.
- PA UCC Residential Building Inspector.
- Valid Pennsylvania Driver's License with an acceptable driving record.
- Ability to complete at least on (1) certification class annually pertaining to code enforcement duties and responsibilities to obtain certification as a Pennsylvania Certified Property Maintenance Code Official (or ICC Property Maintenance and Housing Inspector Certification) if not already certified.
- Ability to maintain a good working relationship with the public, Borough employees and Borough officials.
- Ability to handle multiple tasks at one time.
- Skills in operating a personal computer with a general understanding of work processing and creating spreadsheets.