

# **Ordinance Enforcement Officer**

Full-Time w/ Benefits

## **Job Description**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Duties may include, but are not limited to, the following:**

1. Conducts field investigations and property inspections to uncover violations of nuisance, zoning, junk and debris, abandoned/inoperative vehicles, housing, and related ordinances of Stowe Township (the "Township").
2. Issues non-traffic citations for violations of Township Codes relating to short-term rentals, nuisances, junk and debris, housing deficiencies, and abandoned/inoperative vehicles.
3. Performs investigations for possible violations by, for example: photographing evidence; contacting appropriate persons, landlords, or tenants and performing follow-up investigations to ensure that remedial action has been taken; and developing and maintaining accurate case files.
4. Presents a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials or special committees involved in code enforcement matters when prompted for such information and/or at monthly Township meetings.
5. Confers and coordinates with other public and private agencies and Township departments on the investigation of violations across agency boundaries.
6. Responds to public inquiries and public nuisance abatement complaints and answers questions related to Township code enforcement activities by researching, interpreting, and explaining policies and regulations; analyzes recommends, and communicates appropriate solutions to problems; addresses complaints and schedules site visits
7. Deals effectively, courteously, and productively with individuals who may be upset and/or disgruntled.
8. Works closely with homeowners, landlords, tenants, businesses, and community groups to grow strong neighborhoods through public relations, education, and code enforcement activities.
9. Maintains integrity of work by taking responsibility and accountability for completion of work independently, and by maintaining punctuality and attendance at work.
10. Acts as a representative of the Township by representing the Township in community and official meetings with other Township departments, organizations, and professional groups on ordinance enforcement matters.
11. Attends magisterial district court hearings and subsequent appeals when necessary.

### **EMPLOYMENT STANDARDS & MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Basic principles and practices used in the enforcement of a variety of laws, ordinances, and codes.
2. Principles and methods of investigation.
3. Appropriate safety, hazardous materials, and fire prevention techniques and requirements.
4. Basic terminology used in zoning, housing, fire codes, and landlord/tenant law.

5. Regulations and requirements for record-keeping, report writing, and court evidence documentation.
6. Windows-based applications including word processing.
7. Discovering property ownership and zoning background.
8. Office procedures, methods, and equipment.
9. Occupational hazards and standard safety practices.
10. Proper English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Research, interpret, explain, and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
2. Inspect, identify violations and enforce applicable codes, ordinances, laws, and regulations with impartiality and efficiency.
3. Communicate effectively, both orally and in writing.
4. Work cooperatively with other departments, outside agencies, and the general public.
5. Exercise sound independent judgment and discretion within established guidelines.
6. Organize and set priorities; tactfully and effectively enforce applicable laws and regulations, including resolving conflicts and problems.
7. Design public information and education programs to present to community groups concerning codes, ordinances, and Township compliance programs and testify in court.
8. Read maps and learn the Township's geography; develop and accurately maintain various work records and documents including complete case files, logs, reports, and memoranda.
9. Operate computers and a variety of software and database applications, and work independently in the absence of supervision.

**Education**

1. Equivalent to the completion of a high school diploma.

**Experience**

1. One (1) to two (2) years of recent full-time work experience performing similar duties to a Code Enforcement Officer.

**Licensure or Certification**

1. Possession of a current valid Pennsylvania Class C driver's license and a satisfactory driving record as determined by the Township required at the time of appointment. Loss of the Class C License is cause for discipline including but not limited to termination.
2. Successful completion of ICC - 64 - Property Maintenance and Housing Inspector certification within one (1) year of employment.

Stowe Township  
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