

POSITION DESCRIPTION

Class Title: Assistant Zoning & Codes Enforcement Officer Type: Non-Management
Department: Codes/Zoning Union: Non-Union
Date: August 24th, 2023 Location: 01

General Purpose

Performs a variety of routine and complex work in the interpretation and enforcement of adopted zoning, property, and other codes, related rules, and regulations. Performs a variety of routine and complex administrative and technical work in administering and enforcing Borough related codes to ensure standards are met.

Reporting Structure

Works under the general guidance of, and reports to, the Code Enforcement Officer.

Essential Duties and Responsibilities

The duties listed below are intended to demonstrate the various types of work that may be performed in this position. The omission of a specific duty or responsibility does not exclude that duty or responsibility from the position description and/or the execution of that duty or responsibility.

Periodically patrols or inspects an assigned area to monitor for violations of local codes.

Responds to complaints of potential code violations relating to signage, building occupancy, nuisances, historic and preservation district, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, property, garbage, litter, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, owners, 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, media releases, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

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.

Recommends appropriate administrative rules and ordinances to the Borough Manager.

Coordinates efforts with the Borough Solicitors, Police and other Borough Staff or agencies, 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 report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

Provides pertinent input and data in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other Borough Staff and agencies as needed.

Provides technical code advice to Borough Manager; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official programs, policies, and procedures to staff and the general public.

Determines personal work procedures; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; examines work for exactness, neatness, and conformance to policies and procedures.

Enforces a variety of codes, including the Stroudsburg Borough Code of Ordinances, International Property Maintenance Code, Subdivision and Land Development Ordinance, Zoning Ordinance, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.

Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.

Researches problems and complaints regarding residential buildings, building construction and code compliance.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

Coordinates plan reviews, inspections, and enforcement actions, including those with the Borough's building inspection vendor. Performs on-site inspections for compliance of codes. Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate.

Required Minimum Qualifications

Must possess a valid Pennsylvania driver's license. Graduation from a high school or GED equivalent.

Desired Minimum Qualifications

One year of experience in code/zoning/building enforcement or health/food code enforcement; or

Desired experience related to inspection, law enforcement, building inspection, land use, Public Administration or a related field; or

Post-secondary education (college, university); or

Desired experience in general construction and related fields; or

Any equivalent combination of education and experience.

Necessary Knowledge

Skills and Abilities:

Some 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;

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 citizens, employees, supervisors 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 establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; ability to read and understand complicated plans and blueprints.

Tools and Equipment Used

Personal computer, including word processing, data base, and permitting software; motor vehicle; phone; mobile or portable radio; copy and fax machine; 10-key calculator; ladder or scaffolding; and tape measure.

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 primarily in a field setting, with some in an office 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. Some outdoor work is required in the inspection of various land use developments, construction sites.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; 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 or balance; stoop, kneel, crouch, or crawl.

The employee may 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and 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. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

The indoor work environment consists of a municipal office with various employees present in offices and workstations. Typically, the work is divided approximately 50/50 to administrative office work and field work.

Selection Guidelines

Formal application, resume review, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 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.

Approval: _____

Approval: _____
Supervisor

Effective Date:

Revision History:

