

**Job Title:** Code Enforcement Officer\*  
**Department:** Housing & Community Development  
**Hourly Wage:** \$18-25\*\*

**Classification:** Full-Time Non-Exempt  
**Reports to:** Chief Enforcement Officer  
**Shifts:** Mon-Fri 8:00am-4:00pm

\*This position is subject to a probationary period for new Township hires which effects compensation amounts, benefits, and mandatory duties. For details please see HR. \*\* Depending on qualifications.

### **General Description:**

The Code Enforcement Officer position requires excellent communication and record keeping skills, as well as, the ability to effectively and efficiently serve the public through health and safety education, as well as, enforcement of health and safety law, regulation, code and ordinances for which the position has been granted authority to enforce.

### **Minimum General Qualifications:**

- Valid Class C Driver License issued by the Pennsylvania Dept. of Transportation *and*
- High School Diploma or an equivalent level of education *and*
- One (1) year verifiable inspection related field experience *or*
- One (1) year verifiable military or law enforcement related field experience *or*
- Three (3) years verifiable construction related field experience *or*
- Associate Degree, or higher, related to construction, government or law enforcement *or*
- Any combination of education and experience deemed by the Township to be related

### **Minimum Certification Qualifications:**

- Currently possesses ICC Property Maintenance Certification or has the ability to earn the certificate within the sixty (60) days of hire date
- Currently possesses PA UCC BCO Certification or has the ability to earn the certificate within timeframe determined by the Chief Enforcement Officer
- Currently possesses all PA UCC Residential Certifications or has the ability to earn the certificates within eighteen (18) months of hire date
- Currently possesses any other ICC and/or UCC Certifications or has ability to obtain certifications which are deemed necessary within a timeframe determined by the Chief Enforcement Officer
- Currently possess FEMA ICS 100, 200, 700 & 800 certificates or has the ability to obtain the certifications within one (1) year of hire date

### **General Skills**

- Computer/Electronic Device Proficiency
  - Working knowledge of Microsoft Office suite. (Word, Excel, Outlook, etc.)
  - Ability to use a web browser to efficiently navigate the internet,
  - Ability to learn the Department's operating system
  - Ability to use, or learn, mobile applications
- Communication skills
  - Ability to effectively communicate with and build & maintain positive cooperative relationships with the public,
  - Ability to communicate effectively and professionally in difficult situations
  - Ability to speak effectively through use of the following means: in person, over phone and/or other applicable means
  - Ability to write and type effectively through use of the following means: hand written documentation, memos, email and/or other applicable means.

**General Responsibilities\*\*\*:**

- Ensures compliance with all applicable statutes, regulations, codes & ordinances
- Conducts duties in all environmental conditions
- Canvasses the Township to identify violations of law, code and/or ordinance, as well as, to check the status of ongoing violations.
- Conducts investigations and inspections of known or suspected violations.
- Responds to citizen complaints thoroughly & in a timely manner
- Documents and communicates clearly & professionally violations found and compliance actions required
- Researches, comprehends and reasonably applies all applicable law, regulation, code and ordinance
- Identify all violations under scope of authority.
- Coordinates with other departments and/or personnel, when directed
- Represents the Township in Court proceedings
- Issues warnings, Notices of Violation, Orders to Abate and citations
- Completes & maintains records, reports, documents & correspondence
- Educates the public by answering inquiries and providing accurate information
- Maintains required continuing education & training affecting areas of responsibility

\*\*\*The duties and responsibilities listed in this document are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties and responsibilities does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the Chief Enforcement Officer as the needs of East Pennsboro Township and/or requirements of the job change.

Please submit completed applications to:  
East Pennsboro Township, 98 South Enola Drive, Enola, PA 17025  
Desiree Bucke, Administrative Assistant ([dbucke@eastpennsboro.net](mailto:dbucke@eastpennsboro.net))

For a paper application or for assistance filling out an application, please visit the administrative office, room 103.