

Morrisville Borough Job Posting

Code Enforcement Officer

Morrisville Borough, Bucks County, PA (population 9,000; budget \$7 million; 65 employees) seeks an experienced part-time Code Enforcement Officer. The successful candidate shall have knowledge of strategies and practices for zoning and property maintenance code enforcement; International Code Council certification; and prior professional inspection experience. Salary \$35,000; actual salary to be based on experience/qualifications. Part-time, at will position not to exceed 30 hours per week; duties may require after-hours work and/or emergency response. See full job description at morrisvillepagov.com. Send cover letter and resume to: Borough Manager, Morrisville Borough, 35 Union Street, Morrisville, PA 19067, or office@morrisvillepagov.com. Position is open until filled. EOE.

Code Enforcement Officer

POSTING DATE: 10/23/2020

APPLICATION DEADLINE: Open Until Filled

DEPARTMENT: Code Enforcement

CLASSIFICATION: Department Head, Part-Time (30 hours per week), At Will Position

REPORTS TO: Borough Manager

JOB SUMMARY

The Code Enforcement Officer is a multi-purpose inspector in the Code Enforcement Department. Strong emphasis will be placed on inspections and enforcement of the Zoning Ordinance and Property Maintenance Code. The Code Enforcement Officer reports to the Borough Manager.

ESSENTIAL FUNCTIONS

1. Enforce and administer the codes of the Borough including, but not limited to nuisance codes, ordinances, property maintenance codes, and the zoning ordinance.
2. Track activity and prepare periodic reports as may be required by the above inspections and/or enforcement action.
3. Prepare, maintain and file records, complaints and forms, and issue notices of violations and citations.
4. Appear in court as needed to prosecute citations.
5. Manage the utilization of outside professionals and inspection companies.
6. Render assistance to other inspectors.
7. Availability for after-hours inspections and emergency response.
8. Coordination of work with and attendance at Zoning Hearing Board meetings.
9. Coordination of work with and attendance at Planning Commission meetings.
10. Perform other duties as may be required by the Borough Manager.

ADDITIONAL FUNCTIONS

1. Basic knowledge of electronic equipment as it would pertain to their work, i.e. computers, phones, contemporary computer applications, etc.
2. Organizational skills, time management skills, writing skills, public engagement skills, and basic budgetary management.
3. Participate in training programs to improve knowledge and skills and keep up to date on applicable codes and regulations.
4. Performs related work as required or delegated by the Borough Manager.

PREREQUISITES FOR THE JOB

1. Certification by either the ICC or similar organization as a property maintenance or code or zoning officer; or commensurate state license.
2. Ability to learn, interpret, and apply laws, ordinances and regulations regarding Health, Public Welfare and Safety, and Fire Protection issues.
3. Ability to enforce ordinances, statutes and regulations firmly, tactfully and impartially.
4. Ability to establish and maintain effective working relationships with associates and the general public.
5. Ability to express ideas effectively both orally and in writing.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

1. ICC Property Maintenance Code certification or similar certification in property maintenance, zoning or code.
2. High School Diploma; College Degree preferred.
3. Valid PA Driver's License and clean driving record.

WORKING CONDITIONS

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 essential functions.

The employee is frequently required to sit, walk, talk and hear. The employee is required to walk, bend, stoop, climb and do sight inspection possibly in remote areas. The employee is

required to use office machines such as computer, telephone, calculator and other related office equipment.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include near and far vision and ability to focus.

The employee must be able to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language may also be considered as an acceptable form of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

EOE