

**TURTLE CREEK VALLEY COUNCIL OF GOVERNMENTS
ASSISTANT CODE ENFORCEMENT OFFICER
JOB DESCRIPTION**

GENERAL DESCRIPTION: The TCVCOG is seeking a motivated, tech savvy and community minded person to join our team. This entry-level position would assist our experienced Code Enforcement Manager to uphold the codes and ordinances on behalf of participating member municipalities. The successful candidate will assist with interpreting ordinances, maintaining records and working with our civic software development, CodeNforce. This is an excellent opportunity to begin a career in community & economic development, planning, etc. The assistant code officer will work toward earning a property maintenance certification within three months of employment, and will learn the following essential job functions of a code enforcement officer.

ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY):

- Read, interpret and enforce the codes of ordinances of the participating municipalities
- Investigate alleged ordinance violations, prepare and issue violation notices as necessary, file citations for failure to comply with violations notices
- Participate in ongoing training
- Respond to complaints from residents, business operators, contractors and members of the general public, research background information on code enforcement complaint properties and conduct field investigations of potential code violations
- Meet with property owners, tenants and business owners to review and explain code requirements and potential violations
- Conduct Occupancy inspections, explain potential violations and administer pertinent permits
- Prepare evidence in support of legal action taken on behalf of the member municipalities
- Attend all necessary hearings for citations that are issued or for appeals that are filed
- Work with municipal managers to arrange for code enforcement schedule and priorities
- Manage and organize municipal codes for participating municipalities
- Maintain records of complaints, inspections, violations, property information in CodeNforce system to ensure that all data is current and accurate
- Present relevant information to council from time to time
- Other related activities as directed by the Executive Director or the Manager of Code Enforcement

EXPERIENCE/EDUCATION:

- 1+ of experience in construction work, inspection work, or any combination of experience and education/training which provides the required knowledge, skills and abilities is preferred
- High school Diploma or equivalent is required
- Must possess a valid Pennsylvania drivers' license
- Must be able to pass a drug test, a PennDOT Driving History test, and Criminal Background test

ADDITIONAL QUALIFICATIONS: The Assistant Code Enforcement Officer is expected to maintain the highest standards of personal integrity and ethical conduct, be courteous toward the public and maintain proper decorum. The successful applicant must be able to effectively manage time, be very organized, and be able to conduct necessary follow up. Materials will be centrally located at the TCVCOG office but the assistant code enforcement officer will be required to drive to participating municipalities.

WORKING CONDITIONS: The majority of the work will be performed in an outdoor environment that will include very hot and sub-zero temperatures, and in wet, humid, snowy, icy and windy conditions.

PHYSICAL DEMANDS (Moderate): The position requires a moderate amount of physical activity. The position may require standing and walking on uneven terrain or slippery surfaces, climbing stairs or ladders, climbing hillsides, fitting into tight spaces, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, repetitive motions, crawling, and lifting. This position requires standing for extended periods of time while conducting inspections.

WORK SCHEDULE/WAGES:

Part time, with the possibility of full time

\$20/hr

The TCVCOG offers competitive benefits.

HOW TO APPLY

Applications will be accepted until the position is filled. Please either mail or drop off a resume to the Turtle Creek Valley COG at 2700 Monroeville Blvd, Monroeville PA 15146 or email to asett@tcvcog.com.