

## **Code Enforcement Officer and Manager**

The Turtle Creek Valley Council of Governments (TCVCOG) is an inter-governmental organization that provides shared services through collaborations among municipalities. The TCVCOG's Code Enforcement Program is in need of a manager who can carry on the department's goals, ensure streamlined operations, and provide code enforcement services as they pertain to property maintenance. These goals include property value preservation, program growth in member communities through the effective use of proprietary code enforcement software, and effective communication with community members and officials.

The employee will share his/her time between providing code enforcement services in member municipalities and managing the code enforcement department.

### **MANAGEMENT RESPONSIBILITIES**

- Oversee the day to day responsibilities of property maintenance inspectors.
- Identify, assess and resolve concerns within the code enforcement process through communication with individual municipalities and the team to find viable solutions.
- Develop and implement communication chains to ensure that quality service is being provided to the member municipalities.
- Provide staff support and oversight including, direct staff meetings, delegate responsibilities to team members and ensure follow through, provide constructive feedback to team members.
- Manage fiscal operations of the department including budgeting, invoicing, and payments for services rendered by the department.
- Work with the team to ensure that operational, ethical and administrative policies and procedures are in place and being followed.
- Contribute to the development of, and oversee the launch of our new software, CodeNforce
- Ensure the continued maintenance of vehicles in-service by the department.
- Act as a liaison between the Executive Director and the department
- Research and recommend additional types of services that could be provided by the Code Enforcement Department to the member municipalities of the Turtle Creek Valley Council of Governments.
- Market the services of the Code Enforcement Department to other TCVCOG municipalities to expand the program and offerings of the program.

### **CODE ENFORCEMENT OFFICER RESPONSIBILITIES**

- 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
- 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 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 a property maintenance database to ensure that all data is current and accurate
- Present relevant information to council from time to time

### **QUALIFICATION/SKILLS**

- Prior management experience (required)
- Must possess a valid Class C or higher Pennsylvania drivers' license at the time of hire and maintain license throughout employment (required)
- ICC property maintenance inspector certification (required)
- Certified Pennsylvania Building Code Official (preferred)
- ICC Residential Building inspector certification (preferred)
- Prior construction experience a plus

### **SKILLS**

- Exceptional Communication, time management, and leadership skills.
- Ability to learn and utilize proprietary software.
- Ability to solve problems.

**ADDITIONAL QUALIFICATIONS:** The Code Enforcement Officer/Manager is expected to maintain the highest standards of personal integrity and ethical conduct, be courteous toward the public and maintain proper decorum. The Code Enforcement officer/Manager must be able to communicate effectively with elected officials, staff, and the public. The Code Enforcement Officer/Manager must apply municipal codes in an impartial manner and possess an ability to exercise considerable self-judgment when issuing violation notices or permits. 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 COG office but the code enforcement officer will be required to drive around to participating municipalities.

**WORKING CONDITIONS:** The majority of the work will be performed in an outdoor environment that could 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.

### **COMPETITIVE SALARY & BENEFITS:**

\$50K - \$55K

Health, Dental, Vision, Retirement, Life, Paid Time Off, Collaborative working environment