

TURTLE CREEK VALLEY COUNCIL OF GOVERNMENTS
CODE COMPLIANCE INSPECTOR
JOB DESCRIPTION

GENERAL DESCRIPTION: The TCVCOG is seeking a motivated, tech savvy and community minded person to join our team. The Code Compliance inspector upholds codes and ordinances on behalf of participating member municipalities. The successful candidate will interpret ordinances, maintain records and work with our civic software development, CodeNforce.

ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY):

- Read, interpret and enforce the property maintenance ordinances of participating municipalities
- Inspects properties on a routine and pro-active schedule or in response to complaints; examines and investigates the area for the existence of conditions which are in violation of borough codes and may be dangerous to the health and safety of occupants.
- 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 and conduct field investigations of potential code violations. De-Escalate charged situations, and work with property owners to come into compliance with ordinances.
- 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 set priorities
- Manage and organize municipal codes for participating municipalities
- Maintain records of complaints, inspections, violations, property information in our 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
- ICC property maintenance inspector certification 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 Code Compliance inspector 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 Code Compliance Inspector will be required to drive to participating municipalities to spend most of their time conducting inspections, responding to complaints, and effectively communicating with municipal staff.

ADDITIONAL SKILLS:

- Ability to use tact, discretion, and independent judgement within established guidelines.
- Ability to apply logical thinking to solve problems or accomplish tasks.
- Ability to communicate clearly and effectively, both orally and in writing.

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:

Full time, \$22/hour

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.