



NORTH WHITEHALL TOWNSHIP

Job Description

Job Title: Code Enforcement Officer **Reports To:** Director of Community Development

Prepared By: Randy Cope **Date:** November 10, 2022

FLSA Status: N/A

Job Description

An exempt full time hourly employee under the supervision of the Director of Community Development; responsible for responding to citizen questions and complaints about zoning and/or property maintenance which relates to North Whitehall Township Ordinances. The Code Enforcement Officer will evaluate these questions or complaints and apply them to the regulations to seek compliance or prosecute in a court setting. In addition, this Employee will be available for call-in or in-person questions or concerns which will be handled in a professional manner which would result in handling the issues or refer to the appropriate agency or department. This position also routinely will assist the Zoning Officer or other township employees on an as needed basis.

Duties and Responsibilities

- Good interpersonal skills.
- Strong pro-active customer service verbal skills with colleagues and general public.
- Ability to read and interpret state codes, township ordinances and regulations.
- Ability to multi-task in different skills if requested.
- Ability to visit locations where violations are suspected, obtaining proof of the violation, and identifying the person(s) responsible for the violation.
- Ability to analyze, appraise, and organize facts and evidence.
- Ability to write letters, complete complaints/citations.
- Ability to effectively present information to immediate supervisors and/or in any court proceedings.
- Ability and willingness to present ideas to make the enforcement program run smoothly.
- Ability to organize and maintain files on Zoning and property maintenance enforcement.
- Ability to attend meetings as needed, which would include after hour meetings or hearings.
- Ability and willingness learn to read and interpret plans and review letters.
- Ability and willingness to learn zoning procedures and assist the Zoning Officer.
- Ability to operate a motor vehicle and possession of a valid driver's license.
- To be proficient in computer operations which entail, word, excel and internal computer system.

Working Relationships

Interacts with administrative and professional staff, all township callers and visitors as well as elected and appointed officials.

Working Environment

Responsibilities are handled in the township administrative office with occasional exposure to extreme weather conditions. Duties involve interaction with residents and visitors, must be able to carry out written and verbal instructions. Activities require sitting, standing, walking, bending and stooping as well as ability to handle light lifting. Lastly, must possess computer skills, primarily in Microsoft Word, Excel, and Email.

Qualifications

Employee must possess a high school diploma or G.E.D. An Associate degree in a related field is preferred but not required. A Preferred Two (2) years' experience in Code Enforcement, International Property Maintenance Code, township zoning ordinances and/or building inspections. A Valid PA Driver's License. Employee must possess a general knowledge of English, spelling and general report writing. Must also have considerable skill in typing. Ability to type reports, enter information into computer system and to perform other general tasks pertaining to the position. Employee will need the ability to establish and maintain effective working relationships with other employees.

All duties of this description are essential as defined in the Americans with Disabilities Act Regulations unless they are specifically designated otherwise.

North Whitehall Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Approval

Code Enforcement Officer

Date

Randy Cope
Township Manager

Date