

BOROUGH CODE ENFORCEMENT OFFICER The Borough of New Alexandria is seeking qualified applicants for the position of part-time Code Enforcement Officer.

JOB SUMMARY: This position is responsible for the interpretation and enforcement of a variety of Borough codes pertaining to building, housing, abatement, land use, nuisances and other related ordinances.

MAJOR JOB RESPONSIBILITIES:

- Initiates inspections to building, housing, abatement, land use, nuisances, and other related ordinances.
- Responds to citizen complaints concerning enforcement of codes and acts as a mediator in disputes.
- Conducts field investigations of violations, gathers evidence, issues notices of violation and prepares written reports.
- Appears as a witness for the Borough in any legal actions taken to gain compliance.
- Meets with developers, business owners, landlords, and residents to review violations, explain intent of codes, and gain compliance.
- Proposes amendments to specific Borough codes or regulations which relate to the position and which would enhance the Borough's enforcement capabilities.
- Coordinates efforts with other departments to assure appropriate action and uniformity of interpretations, application and enforcement of regulations and codes.
- Prepares and maintains detailed records and statistics related to enforcement activities.

MINIMUM QUALIFICATIONS REQUIRED:

- High school diploma or GED
- 1 year related experience in urban planning and zoning code enforcement, or an equivalent combination of education and experience.
- Possession of a valid PA driver's license.

Ability to obtain U.C.C. Certification Code Enforcement Code Specialist Module – CS

Pennsylvania Zoning Certification or ability to obtain certification.

KNOWLEDGE, SKILLS AND ABILITIES: • Skills in written and oral communication. • Knowledge of ordinances, public relations and law enforcement. • Ability to calculate related statistics and formulas. • Ability to use a personal computer, calculator, telephone, camera, and various small tools.