

## JOB DESCRIPTION

### JOB TITLE

ASSISTANT CODES ENFORCEMENT OFFICER

### JOB SUMMARY

*(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities of the position.)*

The Assistant Codes Enforcement Officer is a technical position responsible for assisting the Codes Enforcement Officer in the administration of the Township's nuisance ordinances and other codes, apart from the Building Code and Zoning Ordinance in most cases.

### DUTIES AND RESPONSIBILITIES

*(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position).*

Reports regularly to the Codes Enforcement Officer on all aspects of codes enforcement as it pertains to subdivision, land development, nuisances, and construction specifications. These duties and responsibilities do not usually include enforcement of the Township's Building Code or the Township's Zoning Ordinance.

Conducts on-site inspections to ensure compliance with adopted codes specific to this job description.

Responsible for maintaining the Township house numbering registry and assigns house numbers for all new structures in the Township.

Maintains records in an orderly manner pertinent to applications, inspections, permits, plan review, and any other department activity.

Investigates alleged violations of the Township ordinances and issues enforcement notices to persons performing any construction or other activity contrary to the provisions of the ordinance or application.

Initiates legal action with the District Judge against alleged ordinance violations.

Provides testimony and presents evidence in court proceedings.

Provides consultations between the general public and the Township regarding questions relative to codes and ordinances.

Investigates any complaints for alleged violations of the Township's nuisance regulations.

Enforces Township ordinances by completing field inspections, monitoring records of violations found, and achieving compliance with relevant ordinances, either by voluntary compliance or prosecution of violation, if necessary.

Version (4-10-18)

Attends Planning Commission and Board of Supervisors meetings, as well as other meetings as requested.

Attends schools and seminars on zoning and/or code enforcement as directed.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*(The knowledge, skills, and abilities required for satisfactory job performance.)*

Knowledge of:

The legal, administrative, and procedural regulations applicable to the Township's various nuisance codes;

Office practices and procedures;

The geography of South Middleton Township;

Land measurement and legal descriptions.

Ability to:

Maintain regulatory records and to prepare and submit reports;

Meet with member of the general public and explain applicable Township codes concisely, tactfully, and impartially;

Recognize deviations from code requirements and from established policies and procedures;

Maintain composure under stress;

Serve the public and fellow employees with honesty and integrity;

Read, analyze, and interpret blueprints, maps, technical procedures, and government regulations;

Write reports and business correspondences;

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

Serve the public and fellow employees with honesty and integrity;

Establish and maintain effective working relationships with the general public, coworkers, elected and appointed public officials, and members of the general public who may have diverse cultural or linguistic backgrounds, regardless of race, religion, age, gender, sexual orientation, disability, or political affiliation.

**WORKING CONDITIONS**

*(The unavoidable, externally imposed conditions under which the work must be performed and which may create hardships for the incumbent, including the frequency and duration of occurrences of such possible physical demands, environmental conditions, demands on one's senses, and mental stresses.)*

Physical Demands

*(The nature of physical effort leading to physical fatigue)*

- The incumbent is required to regularly sit; talk and hear, both in person and by telephone; use hands to handle, feel, or operate standard office equipment; and reach with hands and arms. The incumbent is frequently required to stand and walk, which includes site visits to areas with uneven or unstable terrain.

Environmental Conditions

*(The nature of adverse environmental conditions affecting the incumbent)*

- The incumbent, from time to time, must work outside in different weather conditions including extreme cold and extreme heat. These conditions will also include periods of heavy precipitation, including rain, sleet, and snow.

Sensory Demands

*(The nature of demands on the incumbent's senses)*

- The incumbent's exposure to toxic chemicals or dangerous conditions impacting one's senses or health should be minimal.

Mental Demands

*(Conditions that may lead to mental or emotional fatigue)*

- The incumbent must work independently and is expected to maintain a tight and exact schedule of work. The incumbent must track a number of projects and meet tight deadlines, and deal with people in heightened senses of emotion. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

**MINIMUM EXPERIENCE OR TRAINING**

Associate's Degree or Bachelor's Degree in public administration or land use planning, or a suitable combination of experience and education related to the duties described.

Must possess a valid Motor Vehicle Operator's License.

THIS POSITION IS AN NON-EXEMPT (OR HOURLY) POSITION.

This job description was duly adopted and entered in record at the Board of Supervisors meeting on the 12<sup>th</sup> day of April, 2018.

ATTEST

Sandra A. Quickel  
SANDRA A. QUICKEL, Secretary

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