

BOROUGH OF BELLEFONTE
POSITION DESCRIPTION

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| POSITION TITLE: | Code Compliance Officer |
| DEPARTMENT: | Administrative |
| REPORTS TO: | Borough Manager |
| FLSA STATUS: | Part-time, temporary |

POSITION SUMMARY:

The assignment includes conducting code and regulation enforcement

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Receive complaints regarding violations
2. Research borough ordinances/regulations/codes for appropriate sections related to nuisance, property maintenance, transportation, health, sanitation, and animals
3. Conduct field investigations/inspections
4. Gather facts
5. Use the computer – word processing, database programs
6. Prepare monthly reports for the Council, summarizing all activity and each violation's status; reports to Council may redact names for privacy purposes while the investigation is being conducted.
7. Prepare district justice form letters
8. Take photographs of violations
9. Represent the Borough at district justice hearings
10. Communicate effectively orally and in writing
11. Work with various borough divisions, departments, and other agencies as required
12. Perform other job-related duties as required

QUALIFICATIONS FOR THE POSITION:

1. Any combination of training, education, and experience demonstrating an ability to perform the duties and responsibilities would be qualifying.
2. Strong interpersonal skills
3. A valid Pennsylvania driver's license is required.

ENVIRONMENTAL/PHYSIOLOGICAL FACTORS FOR THE POSITION:

1. Occasional lifting, carrying of objects weighing up to 25 pounds
2. Use of personal vehicle in the course of employment may be required

3. Requires travel within and out of Borough to attend meetings/hearings
4. May require periodic work in evenings and on weekends
5. Requires working outside during times of inclement weather

I have read, understand, and believe that I can perform the essential functions of the job description above.

Employee Signature

Today's Date

Supervisor Signature

Today's Date

These statements are intended to describe the general nature and level of work being performed by employees. They are not to be construed as a complete and exhaustive list of responsibilities, duties, and skills required for the position. Furthermore, essential functions may be added or deleted at the discretion of the supervisor(s) and/or the Borough of Bellefonte as deemed necessary.

January 2021

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