

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE:	Code Enforcement Officer
DEPARTMENT:	Administrative
REPORTS TO:	Borough Manager
FLSA STATUS:	Part-time

POSITION SUMMARY:

The Code Compliance Officer conducts code and regulation enforcement of Nuisance Ordinances within the Borough such as high grass, weeds, snow removal from sidewalks, untimely refuse container removal, and dealing with unregistered vehicles.

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