

BOROUGH OF GETTYSBURG

DEPARTMENT OF PLANNING, ZONING, AND CODE ENFORCEMENT



JOB TITLE CODE COMPLIANCE OFFICER

FLSA STATUS
(Full-Time - Salary)
(Non-Union/Exempt)

HIRING PAY RATE
\$47,000 - \$52,000

SCHEDULE
Monday through Friday, 8:00 am to 5:00 pm
Evening and Weekends as needed

Job Description
(Created August 2021)

SUMMARY:

The Borough of Gettysburg is seeking a Code Compliance Officer to perform technical and administrative work in property maintenance inspections and code enforcement with a customer service approach. Code Enforcement is critical to ensuring the Borough's mission of providing responsive, efficient and effective public services that promote the health, safety, well-being and prosperity of its citizens while protecting housing quality and preserving the rich and historical heritage of the Borough.

The Code Compliance Officer is charged with managing the Borough's Residential Rental program, including inspections, compliance, reporting, and enforcement. This position is also responsible for code enforcement and administration, including property maintenance code, nuisance codes, business licensing codes, and codes and regulations pertaining to the health, safety, and appearance of the community.

EXAMPLES OF DUTIES & RESPONSIBILITIES: The information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

- Ensure compliance with the Borough's Residential Rental program, including inspections, compliance, reporting, and enforcement.
- Pursue compliance with local ordinances with a customer service approach to resolving problems; perform inspections, issue violation notices and stop-work orders; notify property owners of violations; work with property owners to address issues; and conduct follow-up inspections.
- Educate residents, property owners, landlords, contractors, and the public of technical and procedural code and permitting requirements. Advise contractors, landlords, and the public regarding law, code, and regulation compliance measures. Issue written notices that instruct how to abate violations as well as legal consequences regarding any failure to do so.
- Prepare and file documentation and represent the Borough at Magistrate hearings in relation to citations and appeals as applicable.
- Maintain a comprehensive digital record of complaints, inspections conducted, violations, reports, and status of progress and follow-up of issues.

- Provide monthly reports detailing ongoing violations, complaints, and enforcement activity.
- Provide to the Planning Director any code changes deemed appropriate.
- Maintain current knowledge of practices, principles, regulations, and ordinances; attend and participate in professional development opportunities.
- Perform other related duties as required and/or assigned.

REQUIRED SKILLS AND ABILITIES: The ideal candidate should possess the following.

- Knowledge and skill with conflict resolution when dealing with stressful situations.
- Ability to conduct thorough inspections and to enforce codes firmly, tactfully, and impartially.
- Ability to exercise independent judgement in establishing work priorities and in controlling enforcement standards.

ADMINISTRATIVE SKILLS

- Proficiency in Microsoft Office software including Word, Excel and Outlook; Ability to work with standard office and specialized software to maintain an enforcement database, run reports, and generate enforcement documents as needed.
- Ability to use computer software to generate documents to graphically communicate information, such as maps, site sketches, and photos.

COMMUNICATION SKILLS

- Ability to write accurate reports, correspondence, and memos in a coherent and logical manner, using appropriate grammar and punctuation.
- Ability to communicate in a fair and concise way in all aspects of the job responsibilities, both written and verbally.

REQUIREMENTS AND QUALIFYING CRITERIA:

- Valid Driver's License (Required)
- High school or equivalent (Preferred)
- Construction/Inspection: 2 years (Preferred)
- Pennsylvania Labor & Industry Residential Building Inspector certification and/or Building Code Officials certification obtained within one year of hire. Failure to possess a valid Certificate within a one-year time frame will result in termination.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

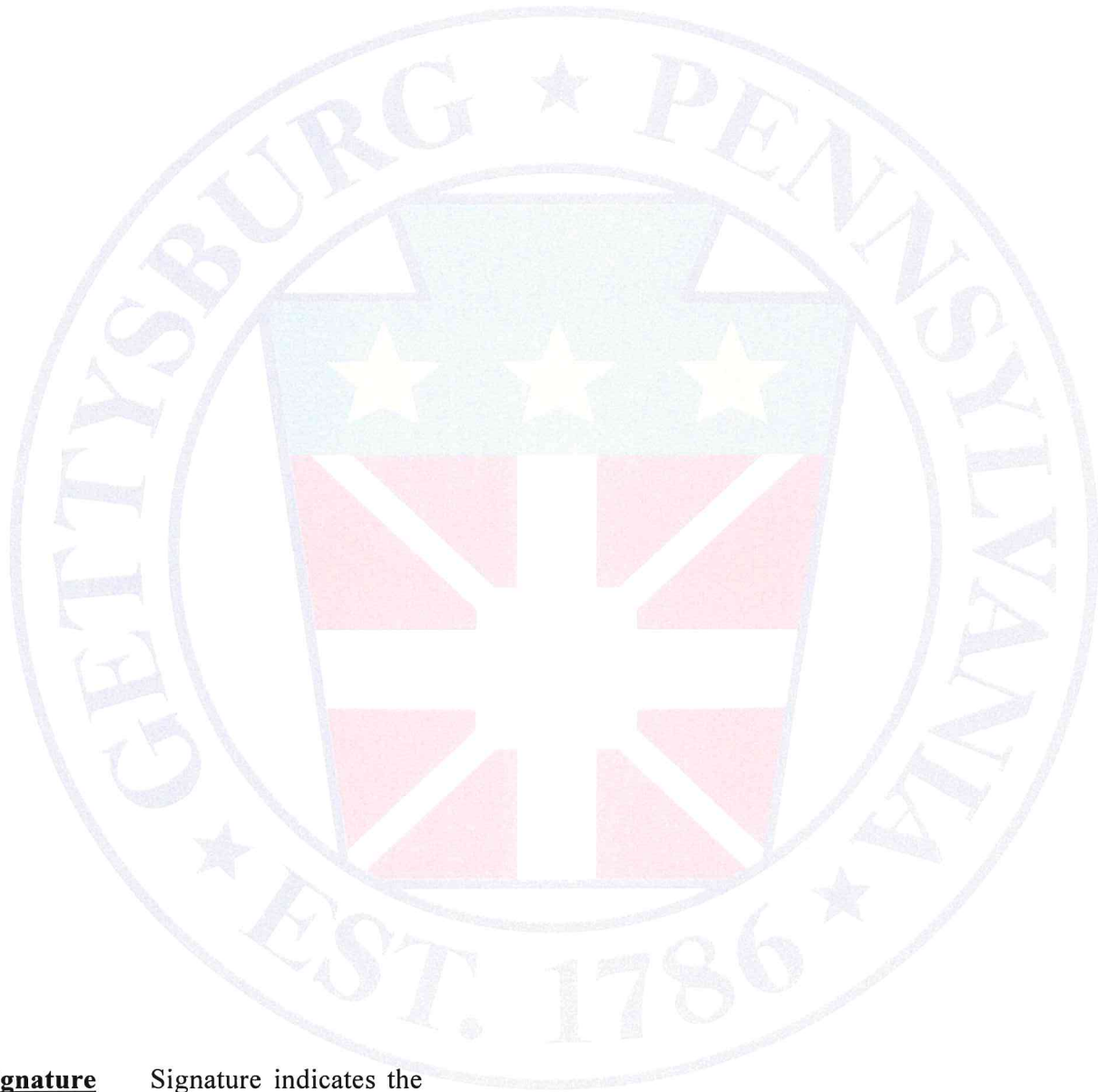
PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Ability and stamina to walk long distances, endure types of weather conditions, and walk over rough, uneven, and occasionally slippery surfaces. Ability to climb stairs and ladders, bend, stoop, squat, reach, climb, twist, and to lift up to 40 lbs.
- Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc.
- Ability to work extended hours, nights, weekends, and holidays as required; Employees may be subject to call to duty as required.

SUPERVISION: This position typically receives supervision from the Planning Director; This position typically does not give supervision to others.

BENEFITS FOR FULL-TIME EMPLOYEES: Medical, dental, and vision insurance; Life and disability insurance; Retirement plans; Professional development and training; Paid leave and holidays.

ADDITIONAL EMPLOYMENT INFORMATION: The Borough of Gettysburg is proud to be an equal opportunity employer, committed to workforce diversity. The Borough will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact sstull@gettysburgpa.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression.



Signature Signature indicates the employee has read and understands the job expectations and requirements.

Employee Signature

Date