

State College Borough

Ordinance Enforcement Officer

Job Description



REPORTS TO: Supervisor, Inspections
ROLE & LEVEL: T2

DEPARTMENT: Health/Neighborhood Services
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Ordinance Enforcement Officer is responsible for enforcing Borough ordinances regarding property maintenance, sidewalks, refuse, dogs and housing complaints. Assists in the enforcement of Borough public health and safety regulations. Work is performed under minimal supervision with some latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Actively patrols neighborhoods and identifies ordinance violations; assesses fines when necessary to force compliance
- Explains ordinances, as well as other laws, to the public; investigates complaints received on various nuisances, animal bites, refuse storage, etc.; provides direction and assistance as needed
- Conducts inspections of licensed food establishments in the Borough and Townships for compliance with public health regulations; works with business owners to resolve compliance issues and/or violations
- Monitors various areas of the Borough for public nuisances and sends correction notices to property owners
- Responds to housing complaints; conducts inspections of rental properties when complaints are received for unclean/unsanitary conditions; issues correction notices; issue citations when compliance is not met
- Monitors properties for violations of property maintenance ordinances; writes notices of violations and posts appropriate notices on the property
- Participates in various Borough outreach programs that educate and engage residents in relation to Borough ordinances and regulations
- Prepares inspection reports and citations; enters reports in the appropriate data entry system
- Prepares paperwork and attends court hearings for ordinance violations
- Maintains accurate and complete reports and documents
- Assists in training part-time Ordinance Enforcement Officers
- Serves on various committees and attends meetings, as needed

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Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable local, state and federal rules and laws
- Skill in the use of Microsoft Office products (Word, Excel, and Outlook)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to respond to the various needs of the Borough and to react with the flexibility
- Ability to read, comprehend, interpret and apply laws and ordinances
- Ability to communicate effectively, verbally and in writing
- Ability to deal with the public using tact and courtesy

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by one or more years of ordinance enforcement experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Food Sanitation Training Certification

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date