

Job Description - City of Pottsville

PLEASE REVIEW CAREFULLY

Code Enforcement and Compliance Officer

DEFINITION

The Code Enforcement Officer, upon obtaining state certification, will perform inspections and enforce property maintenance, land use, zoning, and subdivision issues. The Code Officer will work with residents, developers and contractors to communicate and encourage compliance with all City ordinances that are intended to promote community and economic development, while improving the quality of life for city residents.

REPORTS TO

Lead Code Enforcement Officer and City Administrator

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Issues and monitors building permits, plans, organizes, and carries out inspections and investigates code issues. Oversees the enforcement of Property Maintenance, Land Use, Zoning, Subdivision, and a variety of City Codes, laws, and regulations; receives public complaints, completes code violation report forms and takes appropriate follow-up action; determines the nature and extent of code violations and works with property owners to resolve problems and obtain compliance; conducts investigations to confirm or deny violations; makes field investigations to ensure compliance with land use and building permits; assists other Code Enforcement Officers ; develops and maintains records regarding code violations; prepares correspondence related to investigations and compliance; performs follow-up inspections to ensure that compliance has been achieved; prepares written reports to be reviewed by appropriate legal staff for civil or criminal charges; issues citations to violators; provides support for legal staff during formal procedures; may testify in Court; prepares a variety of reports and records; operates office equipment and computers; participates in investigations and problem solving with other City departments.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven and slippery terrain; lifting, reaching, climbing, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, FAX, and basic trade tools.

TYPICAL WORKING CONDITIONS

Work is performed in an office, residential and commercial buildings throughout the city, the courtroom, and outdoor environments; some exposure to changes in temperature and weather; some exposure to grease, oils, strong odors and unusual noise; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

General construction procedures

Property maintenance codes, UCC Codes, Land use, planning, overall city codes, ordinances and other rules, and regulations.

Basic background in legal terminology, forms, and procedures.

Investigation techniques and procedures.

Account and fiscal record keeping methods and procedures.

Principles of identification, preservation, and presentation of evidence.

Ability to:

Effectively communicate with a wide variety of persons

Plan and conduct investigations and enforcement actions for Land Use, codes, ordinances, and regulations.

Conduct a wide scope of investigations related to assigned areas of responsibility.

Analyze a variety of information and determine appropriate resolutions to problems and/or enforcement actions.

Analyze and interpret local and state laws and regulations.

Gather, organize, analyze, and present a variety of data and information.

Prepare and present evidence in court.

Prepare, clear, concise and accurate records and reports.

Effectively represent City Land Use and enforcement functions with the courts, the public, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

- High school diploma
- Advanced Degree in related area or a combination of trade certifications and documented professional experience in municipal code enforcement work or related area.

MINIMUM QUALIFICATIONS (continued)

Special Requirements:

- Must possess and maintain a valid PA Driver's License
- Must possess and maintain required UCC certifications or the ability to initiate the process to obtain those certifications within six months from the time of hiring. If you possess any applicable certifications, please include copies as appropriate.
- Hours: normal hours 8 AM -4 PM, some evening/ weekend hours required for meetings or for emergency call out situations
- Classification – full time probationary – permanent after 90 days
- Must pass pre-employment physical and drug screening.

Annual Salary: starting-\$40,000 – \$55,000 plus premium benefit package

**COMPLETE APPLICATION PACKETS INCLUDING RESUME AND APPLICATION ARE DUE
BY 3 PM AUGUST 28, 2026 IN THE OFFICE OF THE CITY ADMINISTRATOR**