

CITY OF BUTLER, PENNSYLVANIA

JOB DESCRIPTION: Code Enforcement Officer / Building Inspector

DEPARTMENT: Office of Business and Community Development

LOCATION: City Building, 140 West North Street

SUPERVISOR: Zoning and Code Management Officer

SUMMARY: The Code Enforcement Officer is a specialized employee whose primary function is as the field inspector of the IRC and IPMC with the responsibility to interpret and enforce the ordinance and shall have all powers incident thereto, including criminal and civil legal action. A combination of office work with field inspections is required to ensure the application of the various codes and ordinances. The person filling this position reports to the Zoning and Code Management Officer and to the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Conducts zoning and building permit review and inspection of all residential and non-substantial permits. Inspects commercial permits as coordinated by Zoning and Code Management Officer.
2. Enforces the International Property Maintenance Code for all structures and exercises judgment and discretion to determine compliance with the code and whether to issue letters of warning and prosecute for non-compliance and manages demolitions.
3. Monitors all non-permitted work (construction done without a required permit) and issues letters of warning and prosecutes for non-compliance.
4. Processes housing complaints and issues letters of warning and prosecutes for non-compliance.
5. Issues residential building and occupancy permits and oversees the Neighborhood Pride Awards.
6. Issues non-substantial construction permits (ex: pools, fences, sheds, etc.)
7. Monitors street opening permits and observes/inspects backfill of trenches.
8. Manages outside residential inspection agencies (e.g., plumbing, electrical, etc.).
9. Submits monthly report of activity to Zoning and Code Management Officer and City Council.
10. Maintains records of all inspections, permits issued, demolition permits, and hearings/meetings.
11. Maintains good public relations and possesses a general understanding of total quality management (TQM) principles.
12. Interprets and enforces City Code and Ordinances.
13. Supervises and directs office clerical employees.
14. Provides input to Zoning and Code Management Officer for development of the annual budget.
15. Responsible for overseeing City vehicle (fuel, insurance, vehicle exchange, maintenance etc.)

16. Implements and carries out other duties assigned by the Zoning and Code Management Officer and the Mayor and members of City Council.

QUALIFICATIONS.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility to the satisfaction of the Zoning and Code Management Officer and City Council. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities to perform this job.

EDUCATION AND EXPERIENCE.

Associate degree or equivalent from two-year college or technical school or two years of related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS.

Ability to read, analyze, and interpret blueprints, general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, members of the media, and the general public.

MATHEMATICAL SKILLS.

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS.

Must have a working knowledge of personal computers with a Windows operating system and Microsoft Word, Excel, Access and Publisher. Knowledge of CAD and GIS preferred but not required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.

1. Ability to conduct inspections and enforce ordinances and regulations firmly, tactfully, and impartially.
2. Ability to maintain records, write reports, and prepare general correspondence using Microsoft Office programs.
3. Ability to establish effective working relations with elected officials, associates, and the general public.
4. Ability to express ideas effectively, orally and in writing.
5. Ability to work with minimal direct supervision and be self-motivating.

6. Ability to obtain ICC Property Maintenance certification.
7. Working knowledge of the Codified Ordinances of the City of Butler.

REQUIRED TRAINING AND EXPERIENCE.

1. Certified IRC inspector.
2. Working knowledge of technical measurements and elevations, maps and surveys, construction, and site development plans, IRC codes, NEC code, and various research techniques (ex: building codes, City ordinances, deeds, internet), and how to locate property owners.
3. Must possess a valid Pennsylvania driver's license and vehicle.
4. Must possess PA UCC certification 10, Residential Building Inspector
5. Must obtain ICC Property Maintenance certification within one year.
6. Must obtain all remaining PA UCC and ICC Residential certifications within two years.
7. Must possess strong computer skills, especially general typing and data entry.

WORK SCHEDULE.

The regular workweek is Monday through Friday, 8:30 AM to 4:30 PM, with a one-hour lunch period. The Code Enforcement Officer will work a minimum of one Saturday per month in lieu of the regular workweek and will be required to attend some evening meetings. No provision for overtime pay. Employee may take compensatory time upon approval of the Zoning and Code Management Officer. All scheduled days off must be requested in writing 30 days in advance and approved by the Zoning and Code Management Officer.