

## CODES ENFORCEMENT OFFICER I

The City of Harrisburg is accepting applications for the position of Codes Enforcement Officer I in the Department of Public Safety, Bureau of Codes. This position is responsible for the inspection and assuring compliance of all new and renovated commercial, industrial, and housing requirements of the city ordinances. Duties include close inspection of dwelling units and buildings to determine if the units meet specified standards of plumbing, electric, size of rooms, sanitation, and other factors within an assigned area. The Codes Enforcement Officer must regularly exercise technical judgment and discretion based on knowledge of a wide variety of building construction and repair problems. The individual in this position also provides testimony in the progression of violations, maintains records and inspection reports, conducts follow-up inspections, and issues corrective notices.

Qualified applicants must have a high school diploma, or equivalent, and demonstrated experience and knowledge in housing and housing construction or completion of educational courses related thereto. Applicants must pass the International Property Maintenance Code Examination at the time of appointment. A valid PA Driver's License, Class C, is also required.

We offer a competitive salary package (\$36,747.33 increasing to \$43,242.15 after 6 months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@cityofhbg.com](mailto:HR@cityofhbg.com) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers](http://www.harrisburgpa.gov/careers)

**JOB TITLE**

Codes Enforcement Officer I – Department of Public Safety – Bureau of Codes

**DEFINITION**

Responsible for the inspection and assuring compliance of all new and renovated commercial, industrial, and housing requirements of the city ordinances. Supervised by the Codes Administrator or designee.

**EQUIPMENT/JOB LOCATION**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. This position is mainly field work. Hazards may include inspections of unsafe structures and use of ladders (up to two stories high). May be exposed to dirt, dust, confined spaces, and adverse weather conditions. Duties are typically performed on weekdays from 8:00 a.m. - 5:00 p.m.; however, employee may be required to work evenings, weekends and holidays.

**ESSENTIAL FUNCTIONS**

Work involves but is not limited to the following: performs skilled inspection work in enforcing compliance of City building codes and other related codes and ordinances pertaining to construction and alteration of residences, business, buildings and property. Inspects dwelling units and buildings closely to determine if the units meet specified standards of plumbing, electric, size of rooms, sanitation, and other factors, including general condition, within assigned area. Must regularly exercise technical judgment and discretion based on knowledge of a wide variety of building construction and repair problems. Provides testimony in the progression of violations, maintains records and inspection reports. Conducts follow-up inspections, and issues corrective notices. Performs office duties such as writing letters and entering inspection data. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIAL FUNCTIONS**

Performs other reasonably related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Ability to understand and follow instructions.
- Ability to dress appropriately for inspections and court appearances.
- Working knowledge of residential and commercial construction including electrical and plumbing facilities.

**JOB TITLE**

Codes Enforcement Officer I – Department of Public Safety – Bureau of Codes

**REQUIRED KNOWLEDGE AND ABILITIES (CONT.)**

- Ability to acquire good knowledge of housing code provisions and explain/interpret building and housing ordinance.
- Ability to do extensive walking and continuous physical activity during mandated work hours.
- Ability to recognize areas most likely to be affected by substandard housing regulations.
- Thorough technical knowledge of techniques associated with and required in the electrical, plumbing, heating, and general contracting professions.
- Working knowledge of rental and rental unit housing codes.
- Thorough knowledge of all local codes including building, electric, plumbing, health, zoning, historic and flood plain codes.
- Ability to identify proper or improper construction techniques and/or inferior workmanship.
- Ability to maintain files and records on inspections.
- Ability to read and interpret tax records.
- Ability to deal with the public effectively.

**QUALIFICATIONS**

High School Diploma or equivalent.

Demonstrated experience and knowledge in housing and housing construction or completion of educational courses related thereto.

Must complete the International Property Maintenance Code Examination.

Must obtain the Property Maintenance and Residential International Code Certification within two (2) years.

Valid PA Driver's License, Class C.