



## SILVER SPRING TOWNSHIP JOB DESCRIPTION

**TITLE:** Codes Enforcement Officer

**DEPARTMENT:** Community Development

**CLASSIFICATION:** Full-Time, Hourly (Non-Exempt)

**JOB CLASS:** Specialist II

**REPORTS TO:** Building & Codes Manager/BCO

**AMENDED:** March 2017

**POSITION SUMMARY:** This is an administrative and technical position requiring inspections and enforcement of Silver Spring Township codes and ordinances not administered by the Police Department or another designated township official.

### **ESSENTIAL FUNCTIONS:**

- Performs a variety of field and office work to support the regulations and ordinances relating to zoning, land use, nuisance housing, property maintenance codes only, health and safety, blight, and other matters of property maintenance
- Receives and investigates citizen complaints; discusses violations with owner or contractor and provides recommendations for resolutions; and drafts and sends all notice(s) and order(s) to violators
- Advises public on the proper practices for compliance of township codes
- Provides guidance and instructions regarding code inquiries.
- Direct property owner to secure vacant buildings with proper materials and post property as necessary.
- Assists in the maintenance of property, including maintenance violations, but not limited to, permit applications, permits issued, certificates issued, building and codes, inspections conducted, reports rendered, and notice of violation orders and citations issued
- Assists in researching, developing, maintaining and enforcing the ordinance process
- Researches, drafts, writes and/or revises Silver Spring Township ordinances and applies these ordinances to assigned duties
- Prepares evidence in support of legal actions taken by the township; appear in court as needed; testify at hearings and court proceedings
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams, make illustrations and take photographs
- Files all citations with local magistrate
- Utilizes electronic programs to obtain names and addresses of township code violators



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- Monitors PA legislation pertaining to code enforcement activities and reports changes to Building Code Officer
- Attends code training seminars, conferences and workshops to obtain and maintain required certifications and to enhance performance of duties
- Assists department Administrative Assistant with daily activities and duties as needed or in his/her absence
- Performs all other duties assigned

### **POSITION REQUIREMENTS:**

#### **Experience, Education, Licenses/Certifications**

- Five (5) years of experience in construction, fire protection management, code enforcement, engineering or related field with a high school diploma, GED, or education equivalent, or
- Three (3) years of experience in construction, fire protection management, code enforcement, engineering or related field with an Associate's Degree
- Obtain Code certifications related to duties and responsibilities as determined by the Building Code Official within six months of hire

#### **General Knowledge/Abilities**

- Knowledge of, or the ability to achieve within probationary period, legal aspects of code enforcement, adopted International Codes, Silver Spring Township ordinances, building inspection principles and techniques, and building construction and design methods
- Considerable knowledge of current office practices and procedures including the complete Microsoft Office Suite
- Some knowledge and understanding of engineering design and construction plan and site plan techniques
- Ability to demonstrate a customer focused approach to solving problems.
- Ability to communicate effectively to explain code requirements in basic terms.
- Ability to perform basic mathematical calculations including add, subtract, multiply and divide.
- Ability to write effective communications to explain reasons for acceptance or denial of requests.
- Ability to interpret various codes and make practical applications in an even handed, consistent manner.



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- Ability to follow all township and department policies and procedures, including, but not limited to, inspection processes, notification procedures, development and implementation of standard operating procedures
- Ability to produce effective oral and written communications in support of township policies, codes, and procedures
- Ability to execute the policies and procedures of Silver Spring Township
- Ability to climb scaffolding and ladders, and traverse uneven and rough terrain
- Ability to perform outdoor work in all weather conditions
- Ability to travel to various locations throughout the township to fulfill daily tasks
- Ability to fluently speak and read the English language along with understanding and following both written and verbal direction on a daily basis
- Ability to pull, push, move, and/or transport fifteen (15) pounds on a daily basis
- Ability to function independently, have personal integrity, flexibility and the ability to work effectively with the general public and fellow employees on a daily basis

**SUPERVISORY RESPONSIBILITIES:** None



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**DISCLAIMER:**

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentially in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, \_\_\_\_\_ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
Date