



Borough of West Chester

Human Resources Office

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-436-1461 ▪ Facsimile: 484-631-1311

JOB ANNOUNCEMENT

Code Enforcement Officer

Introduction

This position is in the Municipal Building and is directly supervised by the Director of Building, Housing and Code Enforcement. The function of the Code Enforcement Officer II is to perform the described duties. All duties are performed in accordance with Borough policies and guidelines. Any problems or questions that may arise are directed to the Director of Building and Housing.

Duties

1. Conduct residential building inspections and plan reviews related to new construction, additions, and/or alterations to ensure compliance with the applicable edition of the International Residential Code and the PA Uniform Construction Code.
2. Identify violations of the Borough Code including, but not limited to, sidewalks, recycling, snow and ice removal, abandoned vehicles, weeds/grass, trash, dumpsters and dumpster enclosures, signs, banners, and accessory structures.
3. Visually inspect buildings for violations by physically accessing all levels including basements, attics, living areas and building exterior.
4. Review applications to ensure that all requirements for building, plumbing, and electrical, HVAC approvals are met.
5. Issue rental permits for all rental properties, review all delinquent rental permits and issue citations as required.
6. Perform annual rental inspections of all registered rental properties.
7. Investigate complaints and issue violation letters and ensure the prompt resolution of all complaints.
8. Prepare violation letters with reference to the appropriate Borough Ordinances.
9. Schedule re-inspections of all properties to ensure that all violations are brought into compliance.
10. Prepare files for court cases at the District and County Court level and testify on behalf of the Borough.
11. Process and maintain a property file for all properties inspected.
12. Operate Borough vehicle on streets, alleys, and parking lots noting any violations observed.
13. Perform other duties as directed by the Director of the Department or the Borough Manager.

For these routine duties, the incumbent will be made aware of deadlines and the normal order they should be completed. In addition to the described tasks, the incumbent will perform any related tasks as required by the Director of the department. The incumbent will also answer any inquiries made to this department from the public.

Requirements

Minimum 2 years of experience conducting residential building inspections and plan reviews for a municipality or third-party agency.

ICC/PA UCC certifications, at a minimum, must include, (1) Property Maintenance and Housing Inspector, and (2) Residential Building Inspector. Additional ICC certifications recognized and rewarded.

The position requires a substantial knowledge and experience in code enforcement and the ability to inspect various phases of construction and possess the requisite industrial/business experience in these areas.

The incumbent must be able to deal tactfully and effectively with individuals both on the telephone and in person and negotiate professionally.

The incumbent must possess a valid Pennsylvania Driver's License.

The incumbent must be a high school graduate, successfully pass a Pre-employment physical screening and background investigation.

Essential Functions

1. The incumbent must be physically able to inspect exterior properties, negotiate stairs and other obstacles during property inspections.
2. The incumbent must be able to operate a motor vehicle.
3. The incumbent must be physically able to operate standard office equipment, i.e., computers, copy machines, etc.
4. The incumbent must be able to produce and process clear and concise written reports utilizing word processing computer programs.
5. The incumbent must be physically able to service the public at the Building and Housing Office window.

Job Details

Category: Codes Enforcement

Salary: \$55,000 - \$60,000

Posted: January 12, 2023 - Until Filled

How to Apply: <https://west-chester.com/Jobs.aspx>