



JOB DESCRIPTION

Title: Code Enforcement Officer
Reports To: Roadmaster and
Fox Twp. Board of Supervisors
Status: Hourly

Department: Public Works
Issued & Approved: October 2019

The following pertains to Code Enforcement Officer.

Job Summary:

The individual appointed to this position shall have demonstrated that relevant education or experience has qualified them to meet the standards outlined in the Job Qualifications section.

The Code Enforcement Officer shall support the policy making role of the Supervisors by providing them with the information necessary to thoroughly evaluate available options when problems and issues arise concerning the ordinances of the Township or the laws of the state, developing options and even indicating a recommended course of action.

This is a highly responsible position involving the monitoring of all building activity in the Township, and the enforcement of all building and property use codes, as required. The employee in this position is responsible for securing the issuance of all required permits, conducting periodic inspections of the Township for possible code violations, keeping the Board of Supervisors informed about development within the Township, and efforts to enforce certain ordinances.

Reviews all building and zoning permit applications submitted to the office. If application is satisfactory, issues permit for construction or occupancy. If application is unsatisfactory, issues letter of denial in a timely fashion. Renders decision based on conformance with applicable ordinances, without consultation with Supervisors, Planning Commission members or Zoning Hearing Board members. If clarification of Ordinance compliance is needed, the Officer consults with the Township Solicitor.

Conducts a monthly drive-by inspection of Township properties, visually inspecting for unlawful construction or violation of applicable ordinances. Findings are to be recorded in a log, and a copy of same submitted to the Board of Supervisors.

Issues citations to persons found in violation of Township ordinances, appearing at the District Magistrate's office on behalf of the Township.

Maintains records and office space, if provided, in a professional manner; prepares timely reports and conducts correspondence. Submits monthly report to Supervisors prior to monthly meeting, concerning totals of permits issued, by type, and progress on on-going ordinance violations.

Maintains satisfactory relations with the public, presenting a neat, pleasant appearance in dealing with residents and other applicants.



Job Qualifications:

Thorough knowledge of Township ordinances and State laws dealing with building and development and zoning.

Ability to interpret building construction plans as to their conformity with applicable Township ordinances.

Ability to detect violations of Township requirements.

Ability to understand, follow and convey complex oral and written information.

Ability to maintain routine records and prepare reports concerning the work.

Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors and the public.

High School diploma, or the equivalent.

Have all necessary and required licenses and certifications.

Have and maintain a valid PA Drivers license for the class of vehicle to be operated.

Job Responsibilities:

Administration of Building Codes

Administration of General Township Codes and Ordinances

The Code Enforcement Officer shall perform any other duties that may be assigned to the officer from time to time by the Board of Supervisors.

Stay current with all State and Local laws affecting this position.

Attend training as requested or required.