

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

POSITION TITLE: CODES INSPECTOR
COMMUNITY DEVELOPMENT OFFICE
FULL-TIME HOURLY CONFIDENTIAL/PROFESSIONAL POSITION

REPORTS TO:

Borough Manager ultimately, Department Director primarily, or person assigned by aforementioned personnel.

PURPOSE OF THE POSITION:

1. Enforce the Kutztown Code, specifically but not limited to Chapter 135 - Housing Standards, Chapter 136 – Property Maintenance which adopted and amended portions of the 2006 ICC Property Maintenance Code, and Chapter 225 – Zoning.
2. Perform inspection assignments to ensure compliance with established codes, laws and regulations. Exercise considerable independent judgment in making decisions required in specific situations.
3. Regulate and administer rental housing program which includes reviewing and issuing housing licenses and regularly inspecting properties.
4. Ensures overall adherence to property maintenance regulations for all properties within Borough limits.
5. Performs investigations and inspections, responds to complaints and addresses other issues regarding quality of life in the Borough.
6. This position requires knowledge of property maintenance and the ability to become ICC certified as a Property Maintenance Inspector within six (6) months of employment. This position also requires a personable disposition and an ability to work well with the public and other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participate in the housing license process, including but not limited to reviewing applications for and issuing licenses, scheduling and maintaining a housing inspection program, and conducting subsequent inspections. This may include managing sub-contractors.
2. Review zoning applications and determine compliance, answer zoning questions, and perform zoning-related inspections as directed by the Borough Zoning Officer.
3. Communicate effectively and fairly with property owners to identify violations of, and resolve deficiencies in complying with, the ICC Property Maintenance Code, the Borough's Housing Standards Code, and any other applicable Borough codes, and conduct re-inspections to verify compliance.

4. Establish and maintain regular contact with relevant Kutztown University representatives, local law enforcement, Borough co-workers and the general public as needed.
5. Enforce the Kutztown Code and issue citations in accordance with applicable laws.
6. Prepare regular reports of inspections and investigations and reports any unusual or sensitive conditions to the Department Director.
7. Prepare for and testify at hearings and court cases related to violations of property maintenance and rental licensing codes, laws, or regulations.
8. Establish and maintain regular contact with Kutztown University representatives, local law enforcement, Borough co-workers, and the general public as needed.
9. Represent the department at related meetings, seminars and conferences as directed.
10. Perform miscellaneous administrative and office duties including, but not limited to, answering the department phone, performing clerical functions, preparing written correspondence and reports, and maintaining files.
11. Perform all duties in accordance with safety policies and procedures, work rules and regulations and security standards as established by the Borough of Kutztown.
12. Assist the Department Director with special projects and performs other work-related duties as assigned.

SECONDARY DUTIES:

The following duties will be considered future responsibilities, based on needs of the Borough and/or the Department.

1. Obtain additional ICC certifications, as required, to assist with routine construction inspections.
2. Assist with routine construction inspections.

TO DO THIS KIND OF WORK, THE EMPLOYEE MUST BE ABLE TO:

Meet the criteria -- physical demands, environmental conditions, language skills, fundamental basics and relations to data, people and techniques, and educational/vocational preparation and/or experience requirements -- that may be needed to perform successfully the tasks described within this position description.

PHYSICAL DEMANDS:

The following demands are representative of the physical requirements necessary to perform the various duties and responsibilities of this position.

1. Perform assigned work with dexterity. The employee is frequently required to engage in physical activity and must be skilled in physical movement. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. The employee is required to walk and stand for long duration, as well as sit, talk, and hear. Must be able to climb stairs and ladders, traverse rough and debris-strewn ground and floor areas, enter and maneuver in confined spaces and negotiate similar situations which may be found at inspection sites.
3. Specific vision abilities required include close and distance vision, color vision and the ability to adjust focus.
4. The employee must be able and willing to work irregular and/or extra hours, as required.

ENVIRONMENTAL CONDITIONS:

1. The work environment characteristics described here are representative of the conditions an employee encounters while performing the essential functions of this job.
2. Approximately 50 percent of the work will consist of outside field work and will require strength and endurance adequate for working in all kinds of weather and temperature conditions and changes.
3. Employee is responsible to use all safety equipment properly as prescribed by the Borough.
4. The employee frequently works near moving mechanical parts, fumes, toxic or caustic chemicals.
5. The noise level in the work environment is moderate.

LANGUAGE SKILLS:

1. Must have excellent written and verbal communications skills.
2. Must have thorough knowledge of English grammar, spelling, and punctuation and must be able to write sentences, complete forms, and prepare reports.
3. Must be able to conduct phone and face-to-face communications, meet with the public, and present information in a professional manner.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE, AND TECHNIQUES:

Data: Must be able to follow instructions, policies and procedures; keep accurate time and records; and be accountable and responsible for own work.

People: Must be able to work independently and with co-workers, develop good working relationships with fellow employees, be courteous and show respect to the public, and work in a safe and cooperative manner so as to protect him/herself, co-workers, and the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques, and general work practices.

DESIRED EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. Possession of at least a high school diploma or equivalent.
2. Field experience, preferably minimum of 2 years in municipal code enforcement.
3. Any related combination of training and experience.
4. All certifications as required upon hire or within 6 months of employment, provisional upon availability of training.
5. Consistent progress with training and certification requirements.

OTHER SPECIAL REQUIREMENTS:

1. Must possess a valid PA Driver's License.
2. Must possess knowledge of zoning laws including their formation, process of adoption, and enforcement; and working knowledge of personal computers and GIS applications.
3. Must possess the willingness, ability, and desire to keep abreast of changing technology through attending seminars, enrollment/and active participation in one or more of the agencies/associations affiliated with municipal code enforcement and be willing to maintain all ICC certifications.
4. Must possess strong communication skills and the ability to exercise a considerable degree of independent judgment.
5. Must successfully complete required National Incident Management System (NIMS) training within allotted time after hire.
6. Must pass a criminal background check, physical examination, drug screening, reference and employment history checks, and oral interviews.

During consideration for advancement to the next program level within this department, the employee may be required to pass a written, oral, or practical exam or combination. If the employee fails to pass the examination, he or she may be reassigned to another Borough position or held in the current

classification until successful completion of all requirements. Failure to comply with the above-mentioned qualifications after a two-year period may result in employee termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The individual employed by the Borough of Kutztown for this position is an "employee at will" and can be terminated from employment from the Borough at any time.

ACKNOWLEDGEMENT

I have reviewed the above Position Description containing the ESSENTIAL DUTIES AND RESPONSIBILITIES for a CODES INSPECTOR and believe that:

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following reasonable accommodations:

_____ I cannot fully perform all duties even with reasonable accommodations.

NAME

SIGNATURE

DATE