

POSITION DESCRIPTION

Job Title: Housing and Code Inspector

Department: Code Enforcement

Immediate Supervisor: Borough Manager/Secretary

Position Objective:

The Housing and Code Inspector will inspect properties for compliance with the Property Maintenance Code, the Quality of Life Ordinance, and the Residential Rental Unit Code on a complaint basis, by general survey, and in conjunction with the residential rental unit licensing and inspection program. The Housing and Code Inspector also will receive, review, and recommend to the Borough Manager/Secretary approval of Solicitation Permits and Temporary Dumpster Permits (On-Street Only). This position will report directly to the Borough Manager/Secretary.

Essential Duties and Responsibilities:

Housing Inspection:

- Physically inspect rental properties for compliance with the Residential Rental Unit and Property Maintenance Codes.
- Complete a Denver Housing Inspection Report for every residential rental unit inspected and issue an Occupancy Permit for each unit that passes the inspection.
- Maintains rental property files and data and incorporates the Denver Housing Inspection Reports into the IWORQS software.
- Assist in the identification of deteriorated structures or properties in need of rehabilitation.

Code Enforcement:

- Investigate code violations by making a site inspection, reporting findings, and taking steps to obtain compliance (information letter, warning, citation/administrative, and/or court appearance as necessary).
- Coordinate property maintenance code inspections for structural deficiencies/issues with the Borough's appointed Property Maintenance Code inspector.
- Advise property owners of code requirements and enforcement procedures.
- Write routine abatement requests for the Borough Manager/Secretary.
- Attend Borough Council meetings as assigned.
- Procure contractors to perform abatement procedures as directed by the Borough Manager/Secretary.
- Prepare documentation for cases requiring legal action, appeals, and attends proceeding as necessary.
- Perform other duties and responsibilities as apparent or as delegated by the Borough Manager/Secretary.

Permits:

- Receives, reviews, and recommends to the Borough Manager/Secretary approval of all Solicitation Permits and Temporary Dumpster Permits (On-Street Only).
- Maintains all Solicitation Permits and Temporary Dumpster Permit (On-Street Only) files.

Required Knowledge, Skills, Abilities:

- Provide efficient customer service and communicate clearly and objectively both verbally and in writing.
- Ability to define and explain a variety of Borough and State codes to the public with courtesy and tact.
- Knowledge of Borough ordinances, rules, policies, procedures, and work methods concerning property code complaints, health and safety, and housing.
- Provide specific facts and information to residents to assist them with compliance.
- Establish and maintain cooperative working relationships with managers, supervisors, employees, businesses, contractors, external public and private agencies, and the general public.
- Ability to meet physical requirements of conducting inspections.
- Ability to operate a motor vehicle to perform work-site duties.
- Ability to read gauges and measure using measuring devices.
- Ability to utilize various PC computer software applications, including IWORQS software.
- Ability to enforce laws and ordinances firmly, tactfully, and impartially.

Minimum Qualifications:

- High school diploma, GED, or equivalent training and experience and a combination of two (2) years of experience and/or education in housing inspection/code enforcement OR similar enforcement experience in a private industry OR an Associate Degree.
- Valid Pennsylvania Class C driver's license with satisfactory driving record.
- Knowledge and experience of basic computer entry functions.
- Ability to communicate clearly and concisely both orally and in writing.

Preferred Training and Experience:

- Previous experience in nuisance or code enforcement/ inspection. Prefer experience in working with difficult situations with property owners.
- Knowledge of local and state laws and ordinances regarding housing and property maintenance codes, or, the ability to become quickly knowledgeable in these areas.
- Experience coordinating work with others and dealing effectively with property owners and residents.
- Experience or ability to research, analyze, and organize data.
- Experience or ability to use portable hardware and software technology in the field such as iPad, laptop, and/or smartphone.
- Experience or ability to work under minimal supervision.

Supervision of Others: None.

Responsible for Public Contact:

This employee must be able to communicate effectively with contractors, the general public, and staff.

Work Environment:

This position consists primarily of fieldwork requiring the employee to enter private property or dwellings, including climbing stairs, for the purpose of routine inspections and to investigate suspected Borough Residential Rental Unit and/or Property Maintenance Code violations. On-site conditions will vary from property to property and may include identifying health/safety hazards.

Fieldwork will be performed year round and can involve contact with inclement weather and steep topography. The office work environment includes being seated at a desk using a computer, answering phone calls, and answering questions in person at the Municipal Building.

Denver Borough is a smoke free environment.

Essential Physical Requirements:

The physical demands are those encountered while performing the listed essential functions. The employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; hear and read; and speak clearly, intelligibly, and understandably. The employee is frequently required to drive a car, stand, walk, climb steps, and reach with hands and arms. The employee must frequently move, turn, lift and occasionally carry objects weighing up to approximately 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Borough Manager/Secretary Signature

The Borough of Denver does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.