



City of Coatesville Job Description
**Part Time Code Compliance
Quality of Life Officer**

Job Specifics

Employer: City of Coatesville	Dept: Code
Title: Code Compliance Officer	Union Affiliation: N/A
Reports To: Codes Supervisor	FLSA Classification: Non-Exempt
Revision Date: 10/1/2021	Schedule: 18 hour work schedule
Position 1	Monday to Thursday – 4.5 hours a day
Position 2	Friday to Monday - 4.5 hours a day
	Flexible during City hours 8:30am to 5:00pm

Position Background

This is responsible work enforcing Quality of Life initiatives, City Codes and Ordinances. This employee makes periodic investigations and visual reviews of City buildings and residential properties to ensure city compliance of codes and city ordinances are met. This position may require weekend availability.

Essential Duties & Responsibilities

- Responding to City codes and/or Quality of Life inquiries from City officials, City residents, and local stakeholders.
- Perform daily “Quality of Life” duties and resolution efforts
- Conduct field inspections to investigate and determine status of city commercial and residential property non-structural conditions.
- Conducts daily on-site inspections to monitor any potential City code and/or ordinance violations to ensure compliance.
- Review non-compliance issues with potential violators to discuss necessary remediation actions.
- Maintains and compiles accurate written documentation of paperwork for all complaints, observations, violations, and follow-up actions taken to ensure successful prosecution.
- Required to testify as needed during prosecution hearings
- Prepares a variety of work and activity reports
- Responsible for educating the public on City codes, ordinances, etc.
- Performs other job related duties as assigned

Minimum Qualifications

- A codes enforcement officer shall have attained one of the following qualification levels:
- High school diploma/ equivalency or higher.
- Drivers' License

Preferred Qualifications

- One or more years of inspection or compliance experience
- Knowledge of code enforcement systems; federal, state, and local ordinances/regulations
- Ability to conduct investigations with an emphasis on conflict resolutions and voluntary compliance
- Recommend, develop, and initiate policies and procedures related to assigned duties
- Ability to communicate clearly both verbally and in writing
- Demonstrate ability to work under minimal supervision while showing initiative and organizations skills

Competencies

- Action Oriented & Attention to Detail
- Conflict & Change Management
- Customer Focus
- Valuing Diversity
- Teamwork & Collaboration

Knowledge, Skills & Abilities

- Knowledge of City codes and ordinances.
- Knowledge of enforcement procedures for treating all violations.
- Ability to learn legal requirements affecting ordinances and codes.
- Ability to collect data and prepare reports.
- Ability to enforce all violation of City ordinances. Ability to establish and maintain effective working relationships and deal tactfully with the general public.

Physical Requirements

Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 40 pounds.

- Typically requires stooping, kneeling, crouching, reaching, mobility, grasping, talking, seeing, hearing, climbing, crawling, and walking
- May require frequent lifting, lowering, pushing, or pulling of 10 - 25lbs.
- 80% of work will be performed outdoors and in the field
- 20% of work will be performed indoors at the office
- Subject to outside weather conditions

Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

The City of Coatesville is an Equal Opportunity Employer.

To Apply: Go to www.Coatesville.org, select Job Opportunities
Or submit application and resume to lggrant@coatesville.org.

Application Deadline: Until filled