



Code Department Director

The City of Coatesville is one of the fastest growing urban areas in the region. Coatesville is a dynamic and diverse community experiencing economic revitalization. City employees are valued members of a team that collaborate, improve and succeed together. The City offers exceptional benefits, competitive wages, a supportive and positive working environment, and opportunities for professional development. The City of Coatesville is an Equal Opportunity employer.

Position Specifics

Department:	Code Department
Reports To:	Assistant City Manager
Union Affiliation:	N/A
FLSA Classification:	Exempt
Schedule:	Monday – Friday, 8:30 am – 5:00 pm, some evenings
Pay Rate:	\$67,000 - \$72,500
General Benefits:	Medical, vision, dental and wellness; pension and/or retirement contribution plan; paid time off and holidays; life insurance and disability

Position Summary

This position leads the City Code Department with staff dedicated to code enforcement, permitting, licensing, zoning and planning. The Director is responsible for ensuring accurate enforcement of city ordinances, adherence to the department budget and continual improvement of internal processes and efficiencies. The Director must be able to deal tactfully and effectively with the public, elected officials, contractors and applicants to educate and ensure compliance with all applicable standards.

Essential Duties & Responsibilities

- Manage the review of permit and licensing applications and issuance of building, electric, plumbing, heating/air-conditioning, and housing permits.
- Manage and maintain code enforcement policy and practices, including issuance of citations to the Court and judicial proceedings.
- Submit monthly and annual reports on the activities of the department.
- Develop and administer the department budget and make recommendations to Assistant City Manager and City Manager.
- Manage and maintain data systems of forms and permits.
- Recommend to the Assistant City Manager, City Manager and City Council policies and other items related to the effective operation of the department.
- Supervise personnel in accordance with all local, state, and federal laws.
- Attend monthly Council meetings, Planning Commission meetings, and Zoning Hearing Board meetings as needed.

- Engage with Police and Fire on code related issues
- Manage City consultants on the coordination of land development applications, plan reviews and inspections.
- Perform other duties as assigned by the Assistant City Manager.

Required Qualifications

- Valid PA Driver's License
- 3-5 years' experience in zoning, land use and planning and/or building and property maintenance
- Current UCC Building Code Official Certification
- Effective management and leadership skills
- Integrity and ability to enforce rules
- Physical ability to inspect construction sites
- Ability to produce and process clear and concise reports
- Physical ability to operate standard office equipment, i.e., computers, copy machine.
- Ability to operate a motor vehicle.
- Ability to read and interpret blueprints.
- Physical ability to service the public at the Code Department window.

Preferred Qualifications

- Zoning Officer experience
- Plumbing certification
- Electrical certification

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

Disclaimer

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.

How to Apply

Email your resume and personal statement to careers@coatesville.org