



City of Coatesville Code Enforcement Officer

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 Hall 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.

Job Specifics

Employer: City of Coatesville

Dept: Codes Department

Title: Code Enforcement Officer

Union Affiliation: N/A

Reports To: Code Department Director

FLSA Classification: Non-Exempt

Hourly Rate: \$21 - \$23

Schedule: Monday – Friday, 8:30 am – 5:00 pm, some weekends

Essential Duties & Responsibilities

- Respond to and investigate complaints from City officials, City residents, and stakeholders regarding City codes and/or ordinances.
- Conduct City wide field inspections to investigate and determine status of city commercial and residential property conditions.
- Prepares and issues notices, violations, and citations according to applicable codes and regulations
- Review non-compliance issues with potential violators to discuss necessary remediation actions
- Maintain and compile accurate written documentation of paperwork for all complaints, observations, violations, and follow-up actions taken to ensure successful prosecution
- Inspect condemned houses and prepare reports for possible rehabilitation jobs.
- File magisterial complaints notices, issue citations and attend hearings; testify as needed.
- Take requests for information and applications for emergency redevelopment repairs and other similar requests; then submit them for approval.
- Develop long range plan addressing potential health safety welfare violations and mitigation including condemning and demolition of hazardous structures.
- Prepare work and activity reports
- Perform other job-related duties as assigned

Qualifications

- Valid Driver's License
- High School diploma or equivalency
- Ability to communicate clearly both verbally and in writing
- Ability to work under minimal supervision while showing initiative and organization skills

- Integrity and ability to enforce rules
- Physical ability to inspect homes, operate standard office equipment, i.e., computers, copy machine and operate a motor vehicle
- Ability to learn legal requirements affecting ordinances and codes
- Ability to collect data and prepare reports
- Ability to enforce all violations of City ordinances
- Ability to establish and maintain effective working relationships and deal tactfully with the general public

Preferred Qualifications

- One (1) 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
- Knowledge of City codes and ordinances
- Knowledge of enforcement procedures for treating violations
- Knowledge of general construction procedures

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

Work Environment:

- 80% of work will be performed outdoors and in the field (vehicle provided)
- 20% of work will be performed indoors at the office

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.

The City of Coatesville is an Equal Opportunity Employer.

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

Application Deadline: Open until filled