

## **Code Enforcement Officer**

### **JOB DESCRIPTION**

#### **Definition**

Assume duties of the Code Enforcement/Zoning/Planning or as directed in enforcing the provisions of codes and/or ordinances of the Town of Bloomsburg. Takes necessary action to encourage compliance with local ordinances, initiate legal action to bring about compliance when necessary

Supervised by the Director of Code Enforcement on a daily basis. Frequent exposure to confidential information.

#### **Typical Examples of Duties:**

1. Explains various application, permit and licensing requirements to citizens upon request.
2. May assist in the review of applications to assure compliance with ordinance requirements.
3. Investigates all credible complaints from the general public or Town staff and takes appropriate action as required to resolve the problem.
4. Conducts housing inspections to ensure the requirements for the protection of public health, safety and welfare as contained in the Town of Bloomsburg Code of Ordinances including, but not limited to, the International Property Maintenance Code and Town housing ordinances.
5. Conducts the necessary inspections in accordance with the Regulated Rental Unit Ordinance & Non-Student Rental Ordinance. Prepares written inspection reports accordingly and issues corrective action orders to owners when necessary to bring the buildings into compliance.
6. Issues both verbal and written notice warnings and, when necessary, initiate legal action against noncompliant owners to bring about compliance.
7. May be required to ensure that additional Town Ordinances are being maintained including, but not limited to: Flood Management Ordinance, Historical Preservation Ordinance, Municipal Waste Collection, Zoning Ordinances, Air Pollution (open burning) and Noise.
8. Attends meetings as required/directed.
9. Makes written reports on all inspections, issue corrective action notices on violations, and maintain records necessary for possible legal action as directed.
10. Any other duties to assist Town staff as assigned by the Director of Code Enforcement or Town Manager.

**Required Knowledge, Skills and Abilities:**

Possess a thorough working knowledge of the ordinances adopted by the Town of Bloomsburg.

Knowledge of the principles and practices used in the establishment and enforcement of local ordinances.

Knowledge of building codes as adopted by the PA Department of Labor and Industry, and the Town of Bloomsburg, and any other state or federal codes necessary.

Ability to read, interpret and enforce statutes, ordinances and regulations firmly, tactfully and impartially.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with associates and the public.

Ability to express ideas effectively, orally and in writing.

Ability to conduct the inspection of student housing and other housing within the community.

Ability to type reports, read e-mails and save documents in certain folders while using a computer.

Ability to operate a computer as necessary for documentation of reports, notices, permits, inspection reports, rental licenses, etc.

Ability to walk up and down stairs/ hills for a long duration of time in all weather conditions to conduct necessary work-related tasks.

**Training and Experience:**

High School Diploma or equivalent required.

Experience in local government, which includes experience with codes and ordinances preferred.

Completion of the necessary education and training to become certified in The International Property Maintenance Code must be completed within the probationary period of six months.

Ability to drive a company owned vehicle as this is a safety sensitive position.

6/13/2025