State College Borough
Senior Ordinance Enforcement Officer
Job Description

REPORTS TO: Supervisor, Inspections **DEPARTMENT: Health/Neighborhood Services**
ROLE & LEVEL: T4 **FLSA STATUS: Non-exempt**

WORK OBJECTIVE:
The Senior Ordinance Enforcement Officer is responsible for enforcing Borough ordinances regarding property maintenance, sidewalks, refuse, dogs, weeds, grass and housing complaints. Provides direction and work schedules to other enforcement staff to promote the public health and safety regulations. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enforces violations pertaining to Borough ordinances to include garbage, weed and grass maintenance, snow and ice covered sidewalks, dogs, graffiti, house numbers, etc.
- Explains ordinances, as well as other laws, to the public; investigates complaints received on various nuisances, animal bites, refuse storage, etc.; provides direction and assistance as needed
- Administers the Nuisance Property Ordinance report; notifies property owner by letter and meets with affected property owners and/or tenants, as needed
- Responds to housing complaints; conducts inspections of rental properties when complaints are received for unclean/unsanitary conditions; issues correction notices; issue citations when compliance is not met
- Tracks ordinance statistics on a weekly, monthly, quarterly, and yearly basis for respective reports to the Borough Manager and Borough Council
- Tracks special event statistics; plots violations and warnings to determine problem or nuisance properties and potential follow-up educational visits to discuss violations, achieve compliance, and prevent further violations
- Participates in various Borough outreach programs that educate and engage residents in relation to Borough ordinances and regulations
- Assists in joint inspections (COG Code Administration) regarding health and safety issues in the Borough rental housing inspection program as directed by the Property Maintenance Code

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- Prepares inspection reports and citations; enters reports in the appropriate data entry system
- Responds to complaints received from Borough residents in a timely manner
- Coordinates certification/re-certification training for civilian employees
- Serves on various committees and attends meetings, as needed
- Maintains accurate and complete reports and documents
- Manages the nuisance property ordinance report system

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, and motivates personnel; provides or coordinates staff training
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KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of applicable local, state and federal rules and laws
- Skill in the use of Microsoft Office products (Word, Excel, and Outlook)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to respond to the various needs of the Borough and to react with flexibility
- Ability to read, comprehend, interpret and apply laws and ordinances
- Ability to communicate effectively, verbally and in writing
- Ability to deal with the public using tact and courtesy
- Ability to delegate and supervise effectively

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four or more years of ordinance enforcement experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Experience with enforcement of local laws or regulations

PHYSICAL REQUIREMENTS:
Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:
Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:
Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____	_____
Name (print)	Supervisor's Name (print)
_____	_____
Employee Signature	Supervisor's Signature
_____	_____
Date	Date

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Revised: