



# CODE ENFORCEMENT OFFICER

The Borough of Troy is seeking qualified applicants for the position of part-time Code Enforcement Officer ten (10) hours per week for part time employment



## JOB SUMMARY:

This position is responsible for the interpretation and enforcement of a variety of Borough codes pertaining to building, housing, abatement, land use, nuisances and other related ordinances under supervision from Police Chief

## MAJOR JOB RESPONSIBILITIES:

Responds to citizen complaints concerning enforcement of codes and acts as a mediator in disputes.

Conducts field investigations of violations, gathers evidence, issues notices of violation and prepares written reports.

Appears as a witness for the Borough in any legal actions taken to gain compliance.

Initiates inspections to building, housing, abatement, land use, nuisances, and other related ordinances as prescribed in the ordinances.

Meets with business owners, landlords, and residents to review violations, explain intent of codes, and gain compliance.

Prepares and maintains detailed records and statistics related to enforcement activities.

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS REQUIRED:

High school diploma or GED.

Must pass a background check including criminal history.

Ability to use a personal computer, calculator, telephone, camera, and various small tools.

Must have valid PA Driver's License.

Ability to perform work with a minimum of supervision and to understand and follow instructions.

Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.

Ability to independently prepare routine correspondence and memorandums.

Ability to understand and follow written and oral instructions.

Prior experience as a code enforcement officer or in dealing with borough, county, or state laws preferred.

Meets the requirements to be hired in the United States.

Send letters of inquiry to: [admin@troyborough.com](mailto:admin@troyborough.com)