

# **City of Duquesne**

**Code Enforcement Officer**

**Community Development**

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## **POSITION SUMMARY**

- Performs a variety of responsible administrative and technical functions in the interpretation and enforcement of the City Codes. The Code Enforcement Officer works under the general supervision of the City Manager. Work involves initiative and independent judgment and is reviewed periodically upon completion.
- Work is performed during regularly scheduled hours and may involve additional hours as needed.
- The position is exempt under the Federal Fair Labor Standards Act.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors and reviews residents' complaints, City Employee input, and personal patrol of the City's Codes.
- Follow up on violations by means of Advisories, Warnings, and formal Notices of Violation to ensure correction of identified problems.
- Prepare documentation and legal requests where formal legal action is indicated, and serve as hearing/trial witness for the City as required.
- Performs Residential Occupancy Inspections
- Performs Inspections for Mechanical Devices
- Prepare activity reports as required.
- Perform tasks as required by the City Manager.

## **QUALIFICATIONS**

### **Necessary Knowledge, Skills, and Abilities**

- Considerable knowledge of code enforcement principles as related to the International Property Maintenance Code.
- General knowledge of the design and construction of sewers, streets, and utilities.
- Ability to acquire knowledge of and ability to interpret the City's Codes.

- Ability to read and analyze land surveys, maps, and construction plans.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organize and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to work and communicate effectively with City employees, elected officials, other agencies, and the public.
- Ability to maintain confidentiality where necessary.

### **Education and Experience**

- High School Diploma/GED

### **LICENSE REQUIREMENTS**

- Valid Pennsylvania driver's license.

### **EQUIPMENT USED**

- Motor vehicle; personal computer including word processing, email, scanning, and spreadsheet software; calculator, telephone, copy machine and other office equipment.

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Both office and outdoor work is required in performing the duties of the position. Outdoor work consists primarily of inspections. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, feel or operate objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally will be required to work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office and moderate in the field.

### **SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
- Salary is competitive and commensurate with experience.

***CREATED January 2025***