

Township of Morris

GENERAL CODE / ORDINANCE ENFORCEMENT OFFICER

JOB DESCRIPTION

DEFINITION

Under the general supervision of the Morris Township Board of Supervisors, the Code Enforcement Officer is responsible for enforcing the Township codes and ordinances, and do related work as required.

EXAMPLES OF WORK

- Investigates complaints pertaining to Township ordinances regarding littering, high weeds, grass, and sign violations. Prepares reports describing ordinance violation so citations can be prepared.
- Investigates reports concerning abandoned vehicles and works with the PA State Police if required to cite the violators.
- Investigates general code enforcement complaints and issues the required warnings and citations.
- Prepares a report for submission to the Morris Township Board of Supervisors for the Monthly Meeting Reporting.
- Testifies in court concerning code violations, if required.
- Performs other non-technical code inspections, if required.
- Prepares reports as required.
- Answers complaints and inquiries from the public.

REQUIREMENTS

- Education - Graduation from an accredited high school or equivalent
- Experience - Two years of experience in general inspection work, desired.
- License - Appointee will be required to possess a valid driver's license.

KNOWLEDGE AND ABILITIES

- Ability to acquire considerable knowledge of Township ordinances pertaining to permits, weed control, littering and abandoned vehicles.
- Ability to enforce codes, 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 read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

WORKING CONDITIONS

- Work is performed in both indoor and outdoor settings. This position involves frequent travel by automobile to various construction, residential and commercial sites throughout the Township. Applicants will be required to navigate around construction and other types of debris, be exposed to irregular footing, and irregular surfaces. The normal work week for this position is 40 hours, Monday through Friday.

SUPERVISORY RESPONSIBILITIES

- Reports to: Morris Township Board of Supervisors

SELECTION GUIDELINES

- Formal application, rating of experience and education, oral interviews, reference checks, and job-related tests may be used to evaluate a candidate's qualifications for this position. 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 requirements of the job change.