

Borough of Oakland - Position Announcement

Title: CODE ENFORCEMENT OFFICER (TRAINEE) – PART TIME

Available: Immediately

Position Description

Under supervision by the Construction Official, this position will be primarily responsible for ensuring that residents, businesses and property owners adhere to the property maintenance code and other local codes to promote the health and quality of life of the community.

Specific Job Duties

Specific Job functions include, but are not limited to:

- Investigate complaints received by members of the public in a timely manner.
- Proactively monitor the community for compliance with the property maintenance code and other codes.
- Conduct and document site inspections as needed.
- Make determinations as to whether code violations exist at a given property.
- Work with office staff on the issuance and tracking of notices of violation as appropriate.
- Conduct follow up inspections to determine compliance.
- Coordinate with the Construction Official regarding the issuance of summonses.
- Refer related matters governed by other laws and regulations to the appropriate department or agency.
- Communicate with DPW when necessary to have properties brought into compliance.

Knowledge and Abilities

- Ability to read and understand relevant laws and regulations.
- Ability to apply laws and regulations to actual conditions and situations.
- Ability to interview and communicate with persons of varying background.
- Ability to use tact and courtesy when dealing with members of the public and staff.
- Knowledge of modern office methods, practices, routines, and equipment.
- Knowledge of MS Office and ability to utilize specialized software specific to Code Enforcement.

Compensation

The compensation range for this position is \$20-\$25 per hour. Upon successful completion of one year of service, the employee will be eligible for advancement to the title of Code Enforcement Officer.

Schedule

It is anticipated that this position will require approximately 10 hours per week with more hours per week being performed in the spring and summer and less hours per week in the winter. A schedule that includes working evenings and weekends is possible, subject to approval by the Construction Official.

Instructions

Please submit a letter of interest and resume to the Borough Administrator by Tuesday, July 7, 2020.