Job Descriptions

Codes Department Manager

A. Reports To: Borough Manager or his/her designee

B. Rate of Pay: $ 45,000.00 per year (base rate) + percentage of inspections

C. Shift/Schedule of hours: Full-time with scheduled evening, special event and weekend assignments

D. Position Description

The Codes Department Manager is a non-union mid-management/supervisory position and reports directly to the Manager or his/her designee. The incumbent shall be responsible for and participate in the operational functions of and serve as the administrative officer for the Codes Department.

Under direction, to manage, supervise, assign, review, and participate in the operations and activities of the Borough’s Code Enforcement program including implementing Borough activities related to setting and ensuring compliance with applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern; to ensure work quality and adherence to established policies and procedures; to perform the more technical and complex tasks relative to assigned area of responsibility; and to perform other related duties as required.

The Codes Department Manager is responsible for the general duties within and oversight of the Codes Department, including scheduling of work and scheduling of personnel, subject to the approval of the Manager, and shall provide a monthly report to Council through the Community Development Committee.

E. Required Skills, Abilities and Qualifications

The Codes Department Manager shall possess, at a minimum, the following skills, abilities and qualifications:

- Minimum Education: Minimum of Associates degree or equivalent level of education in related field, or a high school diploma and five (5) years of experience
- Must possess a valid PA driver’s license, be able to drive, and must have an insurable driving record
- Must possess plumbing certification category 21, electrical certification category 11 and other PA Dept. of Labor and Industry Uniform Construction Code certifications are preferred

1. Knowledge of State Building Code and local land use regulations
2. Ability to interpret and implement local and state regulations
3. Knowledge of civil and criminal judicial proceedings
4. Ability to handle and resolve problems and able to work effectively with elected and appointed officials, subordinates, officials of other entities, and the public
5. Excellent verbal and written communication skills
6. Mid-management/supervisory skills with strong organizational skills
7. Proficient in Microsoft Word, Excel, Access
8. Ability to read and interpret engineering drawings, plans, and schematics
9. Must obtain International Code Council Property Maintenance certification within one year of employment

F. Essential Duties

The essential duties of the Codes Department Manager shall include, but are not limited to, the following:

1. You will work with management and staff, Community Development, Planning Commission, Shade Tree Commission and other Borough and outside entities as directed
2. You will supervise and delegate the daily operations of the Codes Department
3. You will manage the Codes Department budget and report directly to the Manager regarding budgetary matters
4. You will act as technical advisor and consultant to Council and the Planning Commission on codes, zoning, building permits, and community development matters
5. You will attend Council meetings, Planning Commission meetings, Community Development Committee meetings, hearings scheduled by the Zoning Hearing Board, and other community meetings as assigned
6. You will handle public inquiries and complaints dealing with codes issues in a timely manner and respond accordingly
7. You will prepare revisions and rewrites to existing ordinances and codes, and prepare new ordinances and codes as directed
8. You will, when necessary, perform the following:
   - Administer the Pennsylvania State Building Code for Indiana Borough
   - Administer the Indiana Borough Property Maintenance Code
   - Administer the Indiana Borough Zoning Ordinance
   - Administer the enforcement of various Borough ordinances as delegated by the Manager
   - Maintain data and records for all Borough properties
9. You will perform all other duties as assigned

G. Physical Demands

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; drive and operate a motor vehicle; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

H. Mental Demands

While performing the duties of this class, the employee may be required to deal constructively with conflict and in developing effective resolutions.

WORKING CONDITIONS
Generally clean work environment with regular exposure to conditions such as rain, heat and strong winds, and limited exposure to dust, fumes, odors or noise. Travel throughout the Borough is required.
I. Established

The job description for the position of Codes Department Manager shall remain in effect until otherwise revised or rescinded by appropriate authority. All previous job descriptions pertaining to the position(s) described are hereby rescinded.

Manager  Date  Council President  Date