

Code Compliance Officer

Code compliance officers are known by a few different titles, including building inspectors and code enforcement officers. They work primarily in the construction industry, with their chief job duties centered on inspecting buildings for safety and structural integrity to ensure that they conform to government regulations and laws. They are tasked with ensuring that buildings meet building codes set forth by the International Code Council (ICC) as well as other local principalities that have a stake in the location that is being developed. Code compliance officers need to have proper training and knowledge of codes, ordinances, and regulations and, sometimes, an associate's degree.

A code enforcement officer is responsible for evaluating private properties and public grounds against local codes, responding to citizen reports, answering citizen questions about the codes, issuing citations for code violations, performing field inspections, and evaluating new construction or renovation projects. Some code enforcement officers are certified police or peace officers. Certified or not, code enforcement officers work to maintain an attractive, safe community, which helps improve both property values and the quality of life of those in the community.

Job duties for code enforcement officers; include but are not limited to, the following:

1. All issues reported on any property in the Borough;
2. Any grass, trash, snow or complaint that is reported;
3. Any wintertime snow issue, such as sidewalks that are not cleared of snow with 24 hours after a snowfall ends;
4. Any issues on any private property or business property; and
5. Any abandoned vehicle on private property, which means any vehicle without legal tags or up-to-date inspections, as well as any vehicle with flat tires, damaged windshields, and containing any damage that results in the vehicle being unroadworthy.

Job Duties

Code compliance officers may be responsible for visiting buildings prior to their construction to verify that the plans meet code standards. During construction, another officer may focus on structural integrity and fire safety. Other officers may examine the electrical components of the building, such as the wiring, lighting, air conditioning, and appliances. Similarly, the plumbing used either for drinking water or for waste disposal, must meet certain regulations.

In commercial locations, code compliance might include the inspection of elevators or escalators. In dealing with public work projects like highways, bridges, or dams, compliance must be in strict accordance with local, state, and federal codes.

Compliance officers conduct their jobs primarily through visual inspection, but they may also use equipment like survey instruments or tape measures. They must document all of their findings with both photographs and written reports; therefore, code compliance officers must be proficient to use computer and business applications. This requirement is non-negotiable.

When problems arise, compliance officers contact the appropriate party and allow time for alterations to achieve minimum code standards. If codes are not met within the time allotted, a stop-work order is issued that halts the project until codes are met. The officer must approve the work before construction can begin again.

Any lawful tasks as directed by borough management

Code Compliance Officer Education Requirements

Required Education	High school diploma or equivalent; associate's degree preferred
Other Requirements	BCO certification preferred

Code compliance officers need intimate knowledge of construction practices and materials. A high school education is a minimum educational credential, but some college coursework is preferred due to the reporting aspect of the job; furthermore there is considerable on-the-job training necessary.

Training includes supervised inspections with an experienced officer, but in general, officers gain an understanding of the codes and ordinances through self-teaching.

Aspiring code compliance officers may substitute college if they have some formal training in code compliance with work experience. Experience in the construction trade may be a viable substitute.

The Borough of Yeadon is seeking to fill part-time and full-time positions as Code Compliance Officers. Under limited supervision, interprets and enforces the Borough Ordinances while performing proactive and reactive investigations of the interior and/or exterior of residential and commercial properties. Performs daily patrols of assigned areas, observing violations and issuing the appropriate notices and/or citations to those in violation. Documents findings in writing and photographs. Maintains physical and electronic records of violations and inspections. Presents cases before the Code Enforcement Committee and Special Magistrate at quasi-judicial hearings. Responds to inquiries from the general public, other agencies and contractors providing technical/professional advice, detailed education and reasonable assistance in the pursuit of voluntary compliance.

Job Type: Part-time and Full-time

Salary: Based on experience and education

Experience:

Code Enforcement or related field: 2 years

Education:

High School Diploma/GED mandatory

College Degree preferred

License:

BCO preferred

Fundamentals of Code Enforcement (Level 1)

Valid State of PA Driver's License