

City of Farrell
500 Roemer Blvd.
Farrell, PA 16121
724-983-2703
www.cityoffarrell.com



Job Description: Assistant Code Enforcement Officer

Hourly Rate Range: \$14.00 per hour

Job Type: Part Time

Immediate Supervisor: Public Works Director (or assignee)

SUMMARY

This employee will perform a variety of tasks in all areas of code enforcement. He/she shall be responding to complaints and inquiries regarding violations of applicable municipal codes, to include building and zoning, as well as codes pertaining to quality of life issues, such as littering, dumping, sanitation, rental inspection, and others. Will conduct field investigations and inspections and seek resolution to violations. Responsible for preparing and maintaining detailed written/electronic documentation. Candidates must have the ability to work courteously and tactfully with the public under stressful conditions.

REQUIRED EDUCATION, TRAINING, and EXPERIENCE

- High School diploma or equivalent
- Valid motor vehicle operator's license
- Computer experience a must, to include MS Office and I-Pad
- General knowledge of basic plumbing, electrical, HVAC, and construction
- Knowledge of the materials and equipment used in general maintenance and construction
- Knowledge of occupational hazards and safety precautions
- Ability to carry out oral and written instructions.
- Ability to establish and maintain effective communication and working relationships with other employees and members of the general public.

ESSENTIAL FUNCTIONS

- Performs a variety of inspections to include, but not limited to, rental and private properties
- Operate computer and I-Pad.
- May perform manual labor for extended periods under some unfavorable climatic conditions. May include frequent bending, squatting, standing, sitting, walking, and lifting objects over 50 lbs.
- May perform routine maintenance on machinery and tools.
- Operate motor vehicle
- Perform related work as required.

ADDITIONAL QUALIFICATIONS

- Valid PA operator's license
- Must pass mandatory drug screen and background check

Code Enforcement Position Part Time

The City of Farrell is currently seeking applicants to fill the position of Part Time Code Enforcement Officer. This position will assist the Code Enforcement Department by responding to complaints and inquiries regarding violations of applicable municipal code which include building and zoning as well as pertaining to quality of life issues. Will conduct field investigations and seek resolutions to code violations. Experience in a field relating to planning, building inspection, zoning, or two years verifiable experience dealing with the public in an inspection, investigation or regulatory enforcement capacity or any equivalent combination of experience and education is needed. Candidate must have excellent written and verbal communication skills, interpersonal skills, and computer proficiency and a valid state driver's license are a must. Further details of this job description including how to apply, rate of pay etc. are available at:

Pennsylvania CareerLink® Mercer County, 217 West State Street, Sharon, PA or online at www.pacareerlink.state.pa.us. Job Order# 13521344. Applications will be accepted until positions are filled.