Turtle Creek Valley Council of Governments
Property Maintenance Inspector I
Job Description

GENERAL DESCRIPTION: If you're looking for a challenging but rewarding opportunity where you can make a positive impact, we'd like to talk to you. We hire for attitude and will train for this position.

This entry-level position combines administrative support with learning property maintenance code enforcement on behalf of participating member municipalities. Administrative work and field inspections are equally important, essential parts of this position. The successful candidate will assist our experienced Code Enforcement staff with interpreting ordinances, maintaining records, and working with our civic software development, CodeNforce. Accurate documentation, organized case files, and consistent follow-through are central to supporting this work. This is an excellent introduction to local government work.

The assistant code officer will work toward earning a property maintenance certification within six months of employment (we'll help you prepare) and will learn the following essential job functions of a code enforcement officer.

ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY):

- Provide day-to-day administrative support for code enforcement operations, including data entry, answering inquiries via phone or email, and other general office duties. Keep information organized and document inquiries and follow-up needs so staff can track outstanding work.
- Follow established procedures for complaint intake, case documentation, correspondence, and follow-up. Use applicable forms and checklists, track required next steps, and seek guidance from senior inspectors when a situation falls outside established procedures.
- Read, interpret, and enforce the ordinances of participating municipalities.
- Investigate alleged ordinance violations, prepare and issue violation notices as necessary, file citations for failure to comply with violation notices.
- Respond to concerns from residents, business operators, contractors and members of the general public, research background information and conduct field investigations of potential code violations.
- Meet with property owners, tenants and business owners to review and explain code requirements and potential violations.
- Maintain current and accurate documentation and case files in the CodeNForce system for all investigations, inspections, violations, and enforcement actions. Organize supporting

records and record case activity and follow-up needs, so each file clearly shows what has occurred and what remains outstanding.
- Conduct Occupancy inspections, explain potential violations, and administer pertinent permits.
- Prepare evidence in support of legal action taken on behalf of the member municipalities.
- Attend all necessary hearings for citations that are issued or for appeals that are filed.
- Work with experienced inspectors to understand priorities in each of the municipalities we serve.
- Present relevant information to council from time to time.
- Other related activities as directed by the Executive Director or senior inspectors.

EXPERIENCE/EDUCATION/SKILL SETS:

- Willingness to Learn.
- Ability and willingness to work within a team setting.
- Strong organizational skills and attention to detail, including the ability to follow written procedures, check work for completeness, and keep track of outstanding tasks.
- Ability to operate a personal computer and other devices with general capability to use Microsoft Office Products, email, and file maintenance.
- Skills and knowledge to learn and adopt new computer applications.
- Ability to express ideas clearly and concisely both verbally and in writing.
- Ability to manage time and prioritize multiple tasks and priorities.
- Reading Comprehension.
- High school Diploma or equivalent is required.
- Must possess a valid Pennsylvania drivers' license.
- Must be able to pass a drug test, a PennDOT Driving History test, and Criminal Background test.

PREFERRED SKILLS/KNOWLEDGE/INTEREST:

- Interest in urban planning or community development practices and strategies.
- Knowledge of social and economic characteristics of the TCVCOG footprint and communities we provide Code Enforcement services.
- Interest in local government operations and public service.
- Communication skills and the ability to communicate complex issues or the ability to learn.
- State and Municipal laws and ordinances that guide property maintenance code enforcement.
- Interest or knowledge of zoning and land use.
- Knowledge of the International Property Maintenance Code (IPMC) and Universal Construction Code (UCC).

TCVCOG WILL PROVIDE the successful candidate with education and training, and above average benefits and Paid Time off. This is a supportive environment where we work hard and have some fun.

ADDITIONAL QUALIFICATIONS: The Property Maintenance Inspector I is expected to maintain the highest standards of personal integrity and ethical conduct, be courteous toward the public and maintain proper decorum. The successful applicant must be able to effectively manage time, be very organized, and be able to conduct necessary follow up. Materials will be centrally located at the TCVCOG office but the Inspectors are required to drive to participating municipalities.

WORKING CONDITIONS: The majority of the work will be performed in an outdoor environment that will include very hot and sub-zero temperatures, and in wet, humid, snowy, icy and windy conditions.

PHYSICAL DEMANDS (Moderate): The position requires a moderate amount of physical activity. The position may require standing and walking on uneven terrain or slippery surfaces, climbing stairs or ladders, climbing hillsides, fitting into tight spaces, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, repetitive motions, crawling, and lifting. This position requires standing for extended periods of time while conducting inspections.

WORK SCHEDULE/WAGES:

Full time. Monday through Friday from 8am – 4pm.

$20 - $22/hr

The TCVCOG offers a complete benefit package including health, vision, dental, life, 401(a), generous Paid Time Off.

HOW TO APPLY

Applications will be accepted until the position is filled. Please either mail or drop off a resume to the Turtle Creek Valley COG at 300 Oxford Drive Suite 330, Monroeville PA 15146 or email to asett@tcvcog.com.