

# **Haverford Township Code Enforcement Officer**

## **Apprentice Program**

Haverford Township is happy to announce our new **Code Enforcement Officer Apprentice Program**. This program is a unique opportunity for the qualified applicant to prepare for a career in code enforcement with Haverford Township.

The Code Enforcement Apprentice will learn first-hand from seasoned Code Enforcement Officers in the field. Additionally, training and support will be provided by the entire code enforcement team. Study materials and certification exam fees will be provided by the township. This is a paid position and includes a generous benefit package and paid time off.

At the conclusion of the program, the successful candidate will be a fully certified code enforcement officer. They will then be eligible to independently enforce codes in the township.

### **What is a Code Enforcement Officer?**

A Code Enforcement Officer is a municipal employee who oversees and enforces local building codes, zoning laws, and ordinances.

The Haverford Township Building & Codes Department is responsible for the protection of persons and property within the Township through the general administration and enforcement of building and related structural and land use codes. This involves reviewing and issuing construction permits, regulation of rental properties, property maintenance enforcement and the inspection of work for compliance with the Pennsylvania Uniform Construction Code and the Code of Haverford Township.

### **Haverford Township Code Enforcement Apprenticeship Program**

#### **Qualifications:**

- Ideal candidate will have some experience in carpentry, construction, or the trades;
- Possess and maintain a valid driver's license;
- Ability to understand and interpret ordinances, laws, and regulations for code enforcement;
- Ability to clearly communicate, both written and verbally, findings regarding each case investigation to document potential violations for case preparation and summary report;
- Ability to receive feedback and training to better understand and perform job duties;
- Professional demeanor when working with citizens as well as team members;
- Ability to work and adapt to adverse conditions and situations;
- Ability to maintain confidentiality;
- Proficiently work with electronic office equipment including Microsoft Office programs, copier, scanner, and telephone;
- Handle multiple tasks simultaneously with interruptions.

#### **Essential Functions:**

- Enforce ordinances and the property maintenance codes after certification and training;
- Respond to citizen complaints of code violations;
- Inspect and investigate potential violations that have been reported to determine if a violation has occurred;
- Prepare summary report on conditions and findings regarding each case investigation to document potential violations for case preparation;

- Prepare notices of violations to be sent or served directly upon violators after inspection and a violation being found;
- Represent the department and case findings in hearings;
- Communicate effectively with the residents, elected officials, and other employees;
- Work in compliance with other inspectors in the department;
- Perform data entry in computer system as necessary;
- Perform other duties as assigned by Director of Codes.

**Licenses, Registrations, or Certificates Required:**

Successful candidate will obtain certifications in the following timeframe:

- 6 months from start date to obtain 1st certification
- 9 months from start date to obtain 2nd certification
- 12 months from start date to obtain 3rd certification
- 15 months from start date to obtain 4th certification

**Benefits:**

- Generous time-off
- Low cost medical, dental, vision, and prescription plan
- Great work environment
- Earn time off for perfect attendance

**Physical Demands:**

Frequent strenuous physical effort required; ability to lift and carry 15 to 25 pounds. Required to climb, bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. The ability to move about work sites, traverse up and down stairs, working both indoors and out of doors in all types of weather.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection as needed.

**Antidiscrimination Policy:**

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

**To Apply:**

Obtain an employment application in person at the Haverford Township Administration building located at 1014 Darby Road, Havertown, PA 19083 or online at:

[http://www.havtwp.org/Human\\_Resources\\_Job\\_postings.html](http://www.havtwp.org/Human_Resources_Job_postings.html).

A pre-employment drug and alcohol screening, background examination, and criminal history check will be required.

**Selection Process:**

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

**Application Deadline: December 8, 2023**