

AMITY TOWNSHIP  
SPECIAL PROJECTS & GRANT  
ADMINISTRATOR / CODE ENFORCEMENT  
OFFICER

**GENERAL DESCRIPTION:** This is a highly responsible, salaried, exempt position, working under the direction of the Township Manager or Director of Life Safety as appropriate. Under general supervision, the incumbent of this position performs enforcement work related to quality-of-life issues such as property maintenance and similar activities as outlined in local codes, ordinances, and laws. Where violations are identified, action to secure compliance is instituted. Serves as Special Projects & Grant Administrator; maintains the Township's GIS database and manages the Township's MS4 and Illegal Sewer Connection Programs.

**DUTIES & RESPONSIBILITIES:**

Investigates inquiries and complaints of quality-of-life violations pertaining to local codes, ordinances, and laws;

Patrols streets for evidence of unauthorized activities, structures, illegal dumping, property maintenance, and land uses;

Documents and follows up on violations to assure correction by those responsible;

Explains the requirements of local codes, ordinances, and laws to property owners, tenants, and general public;

Corresponds and meets with property owners and tenants regarding violations of the local codes, ordinances, laws, and time allowed for correcting deficient conditions;

Inspects properties and streets for compliance with permits granted, exclusive of construction activities, unless requested by the Building Code Official. If qualified, may conduct residential building inspections in the absence of the BCO;

Files citations to the courts against persons not complying with the local codes, ordinances, and laws. Appears at hearings and prosecutes, as necessary.

Manages Special Projects, including gathering data, preparing bid specifications, conducting pre-bid meetings, overseeing the overall bidding process, and monitoring and inspecting the projects post bid award.

Manages the Township's GIS database, ensuring all data is current and all infrastructure is added or modified, as necessary.

Manages the Township's MS4 Program. Conducts inspections of stormwater facilities, documenting the same for the annual report. Works with Township Engineer and Public Works staff to ensure inflows and outflows are properly maintained and inspected. Works with Township Engineer on completion of the Annual MS4 Report as well as Permit renewals.

Manages the Illegal Sewer Connection Program – inspecting properties at the time of sale or transfer.

Seek grant opportunities, make application for those opportunities as applicable and administer awarded grants through completion.

Uses computer applications such as Microsoft 365 (Word, Excel, Outlook, SharePoint, etc.), and database software in performing work assignments.

Other duties as assigned by the Township Manager or their designee.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the local codes, ordinances, laws and other applicable regulations; ability to establish and maintain cooperative relationships with other public officials, and with the general public; ability to read and interpret laws, codes, ordinances; ability to prepare clear and concise letters, applications, and reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, firmness with courtesy; integrity, reliability, tact; good observational skills; good judgment, physical condition commensurate with the demands of the position.

**KEY FUNCTIONS:**

**PHYSICAL DEMANDS:** - The employee must be able to hear, see, speak, walk, move twenty-five (25) pounds from one location to another, use a phone, use a computer, drive a motor vehicle, climb up and down ladders and stairs. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold.

**MENTAL DEMANDS:** - The primary duties of this position include the ability to reason, solve problems, interpret the application of township ordinances and communicate with Township personnel, residents, contractors, vendors, builders, engineers, lawyers, etc. in both written and oral form.

**REQUIRED SKILLS:** - The employee must be able to use basic office equipment, have a basic skill level with computers including at minimum Windows 10, Microsoft Office and Data Base use, entry and maintenance, be able to read and understand architectural and engineering plans and have or obtain the necessary certifications required under state and township laws and the International Property Maintenance Code (IPMC) and/or International Construction Code (ICC).

**REQUIRED EDUCATION AND EXPERIENCE:** - Graduation from high school or possession of high school equivalency diploma and either: (a) two (2) years of work experience where the primary function of the position was conducting field inspections and/or investigations; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances; and, which involved public contact (defined as experience which includes, but is not limited to, information gathering, disseminating, and clarifying, inspecting, negotiating, or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person).

**REQUIRED LICENSES:**

Valid PA Driver's License with a clean driving record.

International Property Maintenance Code (IPMC) Certification required (obtain within 90 days).

International Residential Code (IRC) & Building Code Official (BCO) certifications a plus.