

**HELLAM TOWNSHIP  
JOB DESCRIPTION**

**Part-Time  
FLSA: Non-Exempt  
Review/Adoption Date:**

**TITLE:** Code Compliance Field Investigator  
**DEPARTMENT:** Zoning  
**REPORTS TO:** Zoning Officer

**GENERAL SUMMARY:** Under the supervision of the Zoning Officer, this position is responsible for the non-technical inspections required by the Township Codes and Ordinances.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain communication with Zoning Officer
2. Understand and be familiar with PA Municipal Planning Code (MPC), all Township Ordinances and Township Comprehensive Plan
3. Appropriately respond to complaints, requests, and issues in a timely and professional manner
4. Investigate complaints and prepare reports pertaining to Township Ordinance violations and prepare citations
5. Recommend updates to zoning/complaint checklists, ordinances, processes and procedures
6. Maintain/Update/Revise a procedural manual for zoning duties
7. Assist in maintaining the ArcGIS system
8. Maintain the MS-4 documents
9. Compile weekly reports for all current and completed activities to the Zoning Officer
10. Submit approval request to the Township Manager to attend webinars, events, meetings or educational credits to obtain acquired accreditation
11. Log findings from complaints and update status
12. Testifies in court concerning code violations, as needed
13. Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to acquire knowledge of planning and zoning practices and procedures
- Ability to acquire knowledge of the Pennsylvania Municipalities Planning Code
- Ability to understand and follow oral and written instructions
- Ability to handle multiple projects under time and resource pressure
- Ability to multitask multiple projects under time and resource pressure
- Maintain strict confidentiality of all sensitive records and proceedings within the Township Office
- Good oral and written communication skills
- Proficiency in typing and personal computers in a Windows operating system environment with extensive knowledge and skills using Microsoft Office (Excel, Word, Power Point)
- Preferred GIS applications and software knowledge
- Ability to organize work, set priorities and meet critical deadlines with minimal direction
- Ability to operate general office equipment
- Ability to read and understand complex manuals, engineering and construction drawings, contracts, ordinances and laws
- Have a valid PA driver's license

## **Training, Education and Experience**

1. Graduation from an accredited high school or equivalent.

### **PHYSICAL REQUIREMENTS:**

- Must be able to see, hear and speak
- Excellent hand/eye coordination and the ability to operate an automobile
- Ability to lift and move boxes of files and paper approximately 30 lbs. in weight
- Ability to remain in sedentary (sitting) position for long periods
- Perform manual labor with agility to climb in and out of vehicles, walk distances and hills, post signs, move files and boxes, etc.
- Ability to work in extreme weather conditions and endure lengthy periods operating vehicles.
- Ability to successfully pass pre-employment and post-employment drug and alcohol testing