



# BOROUGH OF CONSHOHOCKEN

*Office of the Borough Manager*

**MAYOR**  
Yaniv Aronson

**BOROUGH COUNCIL**  
Colleen Leonard, President  
Tina Sokolowski, Vice-President  
Anita Barton, Member  
Stacy Ellam, Member  
Kathleen Kingsley, Member  
Adrian Serna, Member  
Karen Tutino, Member

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Stephanie Cecco  
Borough Manager

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Position: Code Enforcement Officer  
Department: Licenses and Inspections  
Reports to: Director of Licenses and Inspections  
Supervises: None  
Hours: FLSA Non-Exempt Position

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**Purpose:** The primary responsibility of the position is to enforce Borough codes including zoning, property maintenance, building and general laws. Responds to constituent complaints and nuisances to ensure compliance with requirements of the PA Uniform Construction Code and Borough ordinances.

**Essential Duties and Responsibilities:**

- Make routine inspections through the Borough to ensure compliance with all codes and issues violation notices where applicable
- Review complaints, obtain evidence, and represent the Borough of Conshohocken in court with required pertaining to Code/Ordinance related matters
- Enforces weeds, tall grass, and debris ordinances
- Conducts annual inspections of rental housing units as applicable
- Coordinates and assists with the Fire Inspectors for fire safety inspections as applicable
- Confer with owners, violators, and authorities to explain regulations and recommend solutions
- Conduct property maintenance and rental inspections as required
- Maintains accurate records, computer and written alike
- Files completed paperwork in street files
- Assists Right-to-Know Officer with all RTK requests pertaining to Licenses and Inspections
- Addresses customer phone inquiries and constituent complaints related to job duties
- Compiles written reports for delivery to the employee's supervisor and/or the public as assigned
- Performs all other duties as assigned by the Director of Licenses and Inspections, Executive Director of Operations and/or Borough Manager
- Serves as a member of the Borough's emergency management team as assigned
- Assists with all Borough Special Events as assigned
- Performs all other duties as assigned by the Senior Building Inspector, Executive Director of Operations and Borough Manager.

**Required Skills, Knowledge and Abilities:**

- High School Diploma required. Associate's degree or equivalent combination of experience and training preferred.
- Valid Pennsylvania Driver's License. Borough will provide a vehicle for employee utilization during hours of employment. The employee must be able to operate a car.
- Thorough knowledge of Borough Codes and property maintenance codes
- Employee must be computer literate and be capable of demonstrating knowledge of Microsoft Word and Excel. Employee must be capable of utilizing and managing files and operations with all Borough software packages.
- Customer Service oriented with a tactful and diplomatic approach towards interactions with property owners, the general public and borough officials.

- Ability to work independently
- Time management
- ICC Property Maintenance Inspector (or within 6 months of hire date)
- Other certifications may be required by law or Borough policy during course of employment
- Work schedule is Monday – Friday 8:30am to 4:30pm. However, position will have occasional required night and weekend work as assigned.
- While performing the duties of this job, the employee frequently works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The employee may work in high, precarious places and/or confined spaces and trenches, and could be exposed to fumes or airborne particles and toxic chemicals.
- While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is required to stand, walk, climb, balance, kneel, crouch, crawl, talk, hear, and climb a ladder. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee may be asked to perform other duties; provided those duties are not illegal or injurious to the employee’s health. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. The Borough Manager or Executive Director of Operations may ask the employee to perform other job-related duties.

This is an FLSA non-exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, \_\_\_\_\_, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_