



City of Williamsport Job Posting

Job Title:	Codes Enforcement Officer I
Department:	Bureau of Codes
Supervision:	Codes Administrator/Department Head
FLSA Status:	Non-Exempt/Hourly
Position Type:	Full-time/Union
Pay Rate:	Per current AFSCME Collective Bargaining Agreement: Starting pay rate is \$18.33 per hour, which is 90% of the contracted rate for 2023. Pay rate would increase to 95% after year one and increase again upon attainment of Codes Enforcement Officer II status. Additionally, a 3% cost-of-living increase is built into the union contract for 2024 and 2025.

The City of Williamsport, PA (population approx. 27,500) is the seat of Lycoming County. It is the cultural, financial, and commercial center of Central Pennsylvania. The City, which is located just along the [West Branch of the Susquehanna River](#) and closely located to I-80, is surrounded by more than 300,000 acres of state game lands, making the area popular with all types of outdoors enthusiasts. Residents and their families enjoy above-average school systems and a relatively low cost of living. Williamsport was known as the “lumber capital of the world” in the late 1800s, but it is now best known as the “Home of Little League Baseball,” hosting the Little League World Series each summer, bringing in players and their families from all over the world!

As an employee of the City of Williamsport, you would enjoy an employee-focused work environment with a competitive benefits package to include health insurance with low premiums and low deductibles, vision insurance and life insurance that is fully paid by the City, dental insurance, a pension plan and option for additional retirement savings through a 457 account, Aflac options, and generous vacation and sick leave.

For more information, please visit the City’s website at www.cityofwilliamsport.org.

Per AFSCME Collective Bargaining Agreement:

- 1) Codes Officer I must fulfill requirements to become Codes Officer II within two years of employment as Codes Officer I or be subject to termination without recourse.
- 2) Codes Officer II - after I full year of service and satisfactorily passed the "Property Maintenance and Housing Inspector" test.
- 3) Codes Officer III - 3 years of service plus Residential Building Inspector Certification.
- 4) Codes Officer IV - 5 years of service and successfully pass the International Commercial Building Inspector Examination.
- 5) Codes Officer V - 10 years of service and Maintenance of Codes Officer IV minimum requirements.

Incumbent must complete continuing education and necessary steps as required by the International Codes Council (ICC) in order to maintain certifications once earned.

POSITION SUMMARY

This is a public safety position, which requires full performance of duties, some tasks may be of a clerical nature and assignments are routine, but require detailed knowledge of departmental policies and procedures, along with detailed knowledge of the International Codes.

ESSENTIAL DUTIES

- Performs rental property inspections per Rental Inspection Ordinance. Inspections consist of nine (9) life safety items.
- Performs routine inspections as related to life, health, and safety within the City of Williamsport limits.
- Performs licensed inspections: Restaurants, rooming houses, and student residences.
- Enforces all of the International Codes and state-wide building code, with primary focus on the International Property Maintenance Code and the Codified Ordinances of the City of Williamsport.
- Conducts investigations and issues orders (violation notices) to abate all conditions relating to health and housing.
- Issues violation notices and citations as warranted for non-compliance to all applicable codes. Attends court hearings relating to properties in the City.
- Carries out routine operating procedures and processes and completes all complaint reports. Maintains logs, files records, and prepares basic reports and monthly reports of tasks.
- Answers general questions pertaining to building construction, procedures, regulations, building permits, zoning regulations, and other related information.
- Works with office staff relating to specific information within the Codes Department.

ADDITIONAL RESPONSIBILITIES

- Attend Board of Health meetings (required); perform tasks or other related work for this board. Attend any other related meetings and/ or conferences as directed by the supervisor.
- Within the first two (2) years of service, Code Enforcement Officer I is responsible for taking and passing the Property Maintenance and Housing Inspector exam for certification.
- Attends any training courses recommended by immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective written and verbal communication skills
- Knowledge of English composition, spelling, punctuation and arithmetic.
- Ability to establish and maintain effective working relationships with others in situations that may involve stress.
- Ability to communicate in a clear, concise, and professional manner.
- Possess basic computer skills and ability to use standard computing applications.
- Possess a solid understanding of Microsoft Office suite and other software programs.
- The ideal candidate will pride themselves on providing great customer service and enjoy problem solving.

EDUCATION AND EXPERIENCE

- Thorough knowledge of – or ability to learn -- the state-wide and International Codes, and all Codified Ordinances of the City of Williamsport.
- High School Diploma or equivalent.
- Must have and maintain a current Pennsylvania Driver License and must maintain a clean driving record.

- Ability to effectively operate a personal computer and other general office equipment.

ESSENTIAL FUNCTIONS

- Must be able to sit at a desk for prolonged periods of time using a PC work station.
- Must be able to climb ladders and ascend and descend stairs.
- Must be able to lift up to thirty (30) pounds.
- Must be able to bend, stoop, squat, kneel, reach above shoulder level, and twist body periodically and frequently throughout the day.
- Must possess sight/hearing ability so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Must be able to operate a vehicle to travel to various locations.
- Must be able to verbally communicate to exchange information.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS

- May be exposed to chemicals and/or other hazardous materials, dust, noise, machinery, moving objects, and other vehicles while performing field work.
- May work on uneven or slippery surfaces.
- May intermittently perform field work while exposed to various types of weather including extreme heat during summer months and cold temperatures during the winter months.
- Physical work involved with this position includes those activities required for investigation and enforcement of code violations.

Qualified candidates should submit a resume, cover letter, and at least two references (one personal, one professional) to the Human Resources Department, City of Williamsport, 100 West 3rd Street, Williamsport, PA 17701 or hrdirector@cityofwilliamsport.org.

The City of Williamsport is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race (e.g. ancestry, national origin, or ethnic characteristics; interracial marriage or association; and traits historically associated with race), religious creed, sex, affectional or sexual orientation, gender identity or expression, pregnancy, childbirth, breastfeeding, age, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

5/2023