

The Borough of Kennett Square seeks a qualified person for the position of part-time Code Enforcement Officer. The Officer is responsible for performing rental and commercial inspections and investigations that resolve violations of the Borough of Kennett Square's Property Maintenance code and Municipal Code thereby providing safe and sanitary neighborhoods for the residents of the Borough. The Borough is looking for a candidate that is a quick learner, a hard worker, and someone who is able to provide exceptional customer service.

High school diploma or GED required. Applicant must possess a Pennsylvania Driver's License. Applicant must have the ability to obtain certification as an International Code Council Property Maintenance and Housing Inspector within 3 months of employment.

Preferred Qualifications: Knowledge of basic building construction including: plumbing, electrical, and structural condition of buildings; all computer applications and hardware; and customer relations and mediation techniques. Skill in using tact, discretion, initiative and independent judgment within established guidelines; applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols and communicating clearly and effectively, both orally and in writing in a timely manner. Ability to effectively testify in court; write clear, concise and timely reports and inspections notices; read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals; and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate telephones, radios, and some general office equipment); to work both inside and outside in all types of weather; to sit, stand, walk, stoop, crouch, lift, bend, and reach with hands and arms; to climb ladders. The employee must be able to climb in and out of vehicles and work in small spaces. Salary dependent on qualifications.

Qualified applicants please mail or drop off resume with cover letter to the following address:

Borough of Kennett Square
Attn: Codes Department
120 Marshall Street
Kennett Square, PA 19348

Deadline to submit resume is 3:30 p.m. on Friday, February 5, 2016.