

NOTICE TO LOCAL #1310 EMPLOYEES
SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, vacancies are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **CODE ENFORCEMENT OFFICER**, Department of Public Safety, Office of Protective Inspection, Building Inspection will be accepted in the Bureau of Human Resources from April 16, 2010 through April 22, 2010. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

- 1. RATE OF COMPENSATION:**
 - a. The 2010 salary for this position is \$45,822.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310. The 2010 salary for this position for newly hired bargaining unit members is \$36,658.00

- 2. HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

- 3. DUTIES:**
 - a. Receive applications required by the City's regulations.
 - b. Issue permits and furnish certificates.
 - c. Examine all applications for any type of building construction or repair within the limits of the City of Wilkes-Barre.
 - d. Make investigations, when requested, in connection with matters referred to in the City's regulations and render written reports relative to same.
 - e. Issue notices or orders relative to illegal or unsafe conditions in order to secure the necessary safeguards during construction or to require adequate exit facilities in existing buildings and structures as approved by the Building Code Official.
 - f. Perform inspections of residential, commercial, and rental properties located throughout the City of Wilkes-Barre to ensure that properties meet all regulations of the City Code, any and all Uniform Construction Code (UCC) standards and any other applicable ordinances prior to rent, sale, or transfer.
 - g. Maintain documentation in accordance with the City Code and the UCC of all applications and permits issued, of certificates issued, of inspections

- made, or reports rendered, and of notices or orders issued relative to new construction or additions, repairs and renovations.
- h. Cite property owners whose properties are in violation of the City Code, ordinances and/or other applicable state laws and perform follow up inspections regarding violations.
 - i. Testify as necessary in the prosecution of negligent property owners.
 - j. Prepare abatement notices and other paperwork as required.
 - k. Work in conjunction with the Community Action Team (CAT) in performing the above-referenced duties as well as attending any necessary meetings.
 - l. Prepare the appropriate abatement notices and other paperwork as relates to all inspections.
 - m. Share information with the Zoning Office as appropriate.
 - n. Work in conjunction with realtors regarding the City requirements for property transfers.
 - o. Travel within the City of Wilkes-Barre.
 - p. Work in conjunction with other City Departments and Offices in enforcement actions and inspections.
 - q. Assist other Code Enforcement Officers as assigned.
 - r. Maintain confidentiality of all materials/information.
 - s. Perform all other related duties as assigned.

4. QUALIFICATIONS:

- a. Successful completion of the applicable modules of the National Certification Program for Construction Code Inspectors.
- b. Ability to successfully complete the International Code Council Commercial Building Inspection Examination.
- c. Ability to read and understand safety rules and procedures, manuals, and instructions.
- d. Five (5) years of experience working in the commercial building construction field or construction inspection.
- e. Jobber or General Contractor in the City of Wilkes-Barre or other acceptable municipality.
- f. Ability to organize and communicate ideas clearly and concisely in oral and written form.
- g. Ability to maintain effective working relationships with both coworkers and the general public.
- h. Ability to travel to various locations to perform inspections.
- i. Ability to read and understand safety rules and procedures, manuals, and instructions including those promulgated by the City of Wilkes-Barre and/or the Uniform Construction Code.
- j. Familiarity with the City of Wilkes-Barre Code and Ordinances relative to rental and commercial inspections as well as the UCC rules and regulations.
- k. Ability to obtain the professional certifications required by the City of Wilkes-Barre and the UCC within thirty (30) days or the date of the next scheduled examination, whichever is first, but in no case shall an applicant have less than thirty (30) days to comply with this requirement.

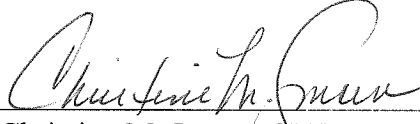
- l. Ability to read and interpret construction plans and drawings.
- m. Ability to work in courteous manner with the public.
- n. Possess a valid Pennsylvania motor vehicles operator's license.
- o. Ability to work with minimal supervision.
- p. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires standing, climbing, walking, bending, stooping and working from a reclined/elevated position up to eighty (80%) percent of the time.
- b. Positions requires exposure to the adverse weather conditions, disagreeable odors and fumes, and properties which are not fit for human habitation.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. The successful applicant shall not have any interest what so ever, directly or indirectly, in the sale or manufacture of any material, process or device entering into or used in connection with any type of building construction, alterations, removal and demolition of buildings, plumbing, heating, air conditioning, refrigeration, sprinkler systems, humidification, stokers, oil burners, gasoline pumps, oil tanks, high and low pressure boilers, electrical wiring, apparatus, or equipment for light, heat or power within the City of Wilkes-Barre.
- c. Maintain professional certifications as required by the City of Wilkes-Barre and the UCC.



Christine M. Jensen, SPHR
Director of Human Resources
April 15, 2010

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300
MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE
AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.
THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION
EMPLOYER.**