

## WAYNE TOWNSHIP, MIFFLIN COUNTY, PENNSYLVANIA

### JOB DESCRIPTION

POSITION TITLE: Municipal Code Enforcement Officer (Limited Authority)

### POSITION SUMMARY

The Municipal Code Enforcement Officer (Limited Authority) for Wayne Township is appointed by the Board of Supervisors to assist in the administration and enforcement of Township ordinances as authorized under Pennsylvania law. The position is intended to promote voluntary compliance, investigate complaints, and document violations. Enforcement authority is limited to those powers specifically delegated by the Board of Supervisors and permitted under applicable statutes, including the Pennsylvania Second Class Township Code.

### LEGAL AUTHORITY

This position is established pursuant to the authority granted to townships of the second class under:

- The Second Class Township Code, 53 P.S. §65101 et seq., including but not limited to:
  - §66506 — Ordinances and enforcement remedies
  - §66601 — General powers of the Board of Supervisors
  - §66660 — Nuisances and enforcement authority
  - §66691 — Enforcement of ordinances; penalties
- Any other applicable Pennsylvania statutes authorizing municipal ordinance enforcement.
- Wayne Township ordinances as adopted and amended by the Board of Supervisors.

The Municipal Code Enforcement Officer may be authorized by ordinance or resolution to issue non-traffic citations pursuant to the Pennsylvania Rules of Criminal Procedure and applicable Township ordinances when designated as a qualified municipal enforcement officer.

## LIMITED AUTHORITY STATUS

The Municipal Code Enforcement Officer:

1. Does not possess police powers and has no authority to arrest or detain individuals.
2. Shall enforce only those ordinances specifically assigned by the Board of Supervisors.
3. May issue notices of violation, enforcement letters, and citations only when authorized by Township ordinance or resolution.
4. Shall not enter private property without consent, administrative warrant, or other lawful authority.
5. Shall refer criminal matters, threats, or unsafe conditions to appropriate law enforcement or emergency services.
6. Acts solely within the scope of authority granted by the Township.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Investigate complaints regarding potential violations of Township ordinances.
- Conduct property inspections from public rights-of-way or with permission of property owners.
- Issue written warnings, notices of violation, and compliance orders.
- Prepare and file citations when authorized.
- Maintain detailed case files including photographs, correspondence, and reports.
- Communicate with property owners to achieve voluntary compliance.
- Coordinate with Township officials, Solicitor, Zoning Officer, Sewage Enforcement Officer, and law enforcement as necessary.
- Attend hearings before the Magisterial District Judge and testify when required.
- Provide enforcement activity reports to the Board of Supervisors.

## QUALIFICATIONS

- High school diploma or equivalent required.
- Experience in municipal government, construction, inspections, zoning, property maintenance, or related field preferred.
- Ability to interpret Township ordinances and apply them consistently.
- Ability to interact professionally with the public in potentially confrontational situations.
- Valid Pennsylvania driver's license required.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of municipal enforcement procedures.
- Ability to prepare written documentation suitable for legal proceedings.
- Basic computer and recordkeeping skills.
- Conflict resolution and communication skills.
- Ability to work independently with minimal supervision.

#### WORK CONDITIONS

- Outdoor inspections in varying weather conditions.
- Walking on uneven terrain and entering exterior portions of properties.
- Occasional evening or weekend duties.

#### COMPENSATION

Compensation shall be established by the Wayne Township Board of Supervisors and may include hourly wages, stipend, or per-case compensation as determined by the Township.

#### APPOINTMENT AND SUPERVISION

The Municipal Code Enforcement Officer shall be appointed by the Wayne Township Board of Supervisors and shall serve at the pleasure of the Board unless otherwise provided by contract or Township policy.

DISCLAIMER

This job description is intended to describe the general nature of duties and authority. It does not create a contract of employment and may be amended by the Wayne Township Board of Supervisors at any time.

WAYNE TOWNSHIP BOARD OF SUPERVISORS

Approved: \_\_\_\_\_

Date: \_\_\_\_\_