

**Borough of Aldan
Code Enforcement Officer**

Department: Administration / Code Enforcement

Reports To: Borough Manager

Status: Part-Time (20 hours per week)

Schedule: Flexible; Weekend work is expected based on operational needs

Position Summary

The Borough of Aldan is seeking a professional, community-focused Code Enforcement Officer to administer and enforce Borough codes, ordinances, and applicable Pennsylvania regulations. This position plays a key role in maintaining neighborhood quality, public safety, and property standards through proactive inspections, resident communication, and coordinated enforcement.

This is a part-time position (20 hours per week). Onsite training will be provided during the first month of employment.

Essential Duties and Responsibilities

- Enforce Borough property maintenance, zoning, nuisance, and related ordinances
- Conduct proactive and complaint-based inspections of residential, commercial, and industrial properties
- Investigate violations including property maintenance issues, high grass/weeds, trash and debris, inoperable vehicles, rental property compliance, zoning violations, signs, and exterior building conditions
- Issue notices of warnings, violation, and citations in accordance with Borough procedures
- Prepare documentation, photographs, and written reports for enforcement actions
- Appear at hearings, court proceedings, and administrative meetings as required
- Work cooperatively with Police, Public Works, Fire Marshal, and Administration
- Track and manage cases using Borough software and recordkeeping systems
- Follow up on violations to ensure compliance within established timelines
- Assist with rental inspections and licensing compliance, if applicable
- Provide professional customer service when interacting with residents, landlords, and businesses
- Respond to weekend complaints and conduct Sunday inspections as needed
- Attend training and stay current on changes to municipal codes and enforcement practices
- Perform other related duties as assigned by the Borough Manager

Qualifications

- Prior municipal code enforcement, inspections, construction, zoning, or related experience preferred
- Knowledge of property maintenance standards and municipal enforcement practices preferred
- Ability to read and interpret ordinances, regulations, and legal documents
- Strong written documentation and communication skills
- Ability to handle difficult conversations professionally and calmly
- Comfortable working independently in the field
- Basic computer skills (email, Word, spreadsheets, case tracking systems)
- Valid driver's license and reliable transportation required

Working Conditions

- Field-based position with outdoor inspections in varying weather conditions
- Walking, standing, and navigating uneven terrain required
- Occasional evening and Sunday hours expected
- Interaction with residents in potentially confrontational situations

Training

Onsite training, including ride-a-longs, will be provided during the first month of employment, including Borough ordinances and enforcement procedures, inspection expectations, documentation standards, court and citation process, and software/case tracking systems.

Compensation

- Part-time position: 20 hours per week; \$20 per hour
- Hourly rate commensurate with experience
- No benefits unless otherwise specified by Borough policy

How to Apply

Interested candidates should send resumes to:

Scott Walker, Borough Manager
Borough of Aldan
1 W. Providence Rd.
Aldan, PA 19018
Phone: 610-626-3554 ext. 4
manager@aldanborough.com