

BOROUGH OF SHARON HILL

DELAWARE COUNTY PENNSYLVANIA

250 Sharon Avenue
Sharon Hill, PA 19079



Phone: 610-586-8200

Fax: 610-586-3991

Title: Code Enforcement Officer

Reports To: Borough Manager

Schedule: Monday–Friday, 8:00AM–4:00PM; occasional weekends as needed

Compensation: \$50,000 per year

Benefits: Medical, Dental, Vision, Paid Time Off (Employer-Paid)

Position Summary: Sharon Hill Borough is seeking a full-time Code Enforcement Officer to enforce municipal codes and International Property Maintenance Code (ICC). The officer will survey the Borough regularly to identify and investigate code violations. The successful candidate will also issue tickets, fines, citations and abatement notices; maintain compliance and property records and represent the Borough in court as needed. This role supports public health and safety by ensuring adherence to local ordinances and zoning regulations while working with the Building Code Official and Borough Manager.

Duties Include:

- Patrol and inspect the Borough daily for code violations and blighted conditions
- Issue violation notices, citations, and abatement orders
- Respond to resident complaints and service requests in a timely manner
- Maintain accurate records and property files
- Attend public meetings as directed (Council, Zoning Board, etc.)
- Recommend updates to local codes and ordinances
- Coordinate closely with the Borough Manager, and Building Code Official
- All other duties are required for the effective operations of the department

Requirements:

- Valid Driver's License and clean driving record
- Strong knowledge of municipal codes and IPMC codes (certification preferred)
- Minimum 3 years in code enforcement, licensing and inspections or construction
- Excellent written, verbal, and conflict resolution and reasoning skills
- Professional demeanor and ability to represent the Borough in court
- Ability to walk, lift 25 lbs, bend, climb, and work outdoors in all weather
- Computer proficiency in Microsoft Office System
- High School Diploma or Equivalent
- Associate's or higher degree in public administration, planning, or related field (Preferred)

Interested candidates should submit their resume via email to manager@sharonhillborough.com or deliver it in person at 250 Sharon Avenue, Sharon Hill, PA 19079, Monday through Friday between 8:00 AM and 4:00 PM.