

## **FERGUSON TOWNSHIP JOB DESCRIPTION**

Job Title: Ordinance Officer

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FLSA Status: Non-Exempt  
Pay Grade: Hourly  
Reports To: Chief of Police/Director of Planning & Zoning  
Date: November 2015

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**JOB SUMMARY:** The Ordinance Officer is to fairly and accurately enforce the ordinances of Ferguson Township as they relate to parking, non-parking and animal. Enforcement entails monitoring as well as complaint response, issuing verbal and written information and/or warnings, filing citations or other legal processes and testifying in court.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Ordinance Officer may be asked to perform. Other duties may be assigned.

### **Administrative:**

- Updates the business files (Zoning and PD)
- Prepare and maintain daily reports and logs of ordinance enforcement activities.
- Perform other duties as assigned.

### **Field Operations:**

-Enforce the posted parking regulations within the Township rights-of-way and at commercial businesses and shopping centers within the Township. Issue warnings, tickets, and citations as appropriate. Monitor the payment of fines and represent the Township in enforcement proceedings. Enforces parking regulations - issues tickets; follow up with citations and court hearings. Assists with booting of illegally parked vehicles.

-Monitor all permanent and temporary signs within the Township. Assist the Zoning Administrator in the issuance and/or updating of sign permits. Checks for permits/ordinance compliance on signs; issues 30-day letters/registered return receipt requested letter/cites

Monitor peddlers, solicitors, and temporary retail dealers and ensure that they are licensed. Also, monitor special events and sales -Monitor construction sites and vacant sites for damage to curb and sidewalks and mud tracking and debris caused by construction or hauling activities. Assist the Zoning Administrator in providing warnings or issuing citations to violators.

-Enforce weed, grass and vegetation regulations as well as snow removal, junk, rubbish and nuisance violations.

-Monitor building and house numbering for compliance with visibility regulations. Check for compliance on house numbers, grass/weeds/rubbish/junk cars/snow removal/mud on road removal; sends timely notification letters; then registered/receipt required letter before filing cite(s).

-Patrols township to note violations associated with outdoor storage, refuse disposal, lighting, noise, and landscape maintenance requirements

- Enforce the Dog and Cat ordinance. Responds to complaints & does proactive patrol on animal complaints (domestics and wild not covered by Game Commission); capture and transport or dispatch as appropriate, at large, sick or injured animals; distributes traps.
- Assist in collecting information for GIS database
- Delivers township official/intra office mail

### 3. **Public Relations:**

- Meet with builders, developers, contractors and private citizens who seek information or guidance on parking, debris, snow removal, grass and weed, and addressing regulations, or other Township ordinance regulations. Provide information as requested.
- Ensure compliance with weed ordinances, snow removal, and postal numbering ordinances.
- Assist the public by answering inquiries and providing available information as requested. Facilitates resolutions to parking, snow removal, weed and grass problems, addressing concerns with residents, developers and other customers.

### 4. **Clerical:**

- Maintain all permit records in computer zoning package and tax parcel and plan files to create a comprehensive database.
- Enter and update/maintain records in police records database system as relate to certain ordinance enforcement activities.
- Keep a phone log record.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma with experience related to duties. Computer experience desirable. Experience in handling animals.
- Must also have excellent written and oral communication skills and interpersonal skills.
- Preferred, but not required, five (5) years' experience related to law enforcement or public administration.
- Valid Pennsylvania Drivers License.

### **SKILLS AND ABILITIES**

- Ability to cooperate with elected officials, staff, and the public.
- Computer literacy and ability to work with software systems.
- Ability to receive interprets and communicates information accurately in written and oral form.
- Ability to operate and interpret readings from a field sound level meter.
- Capable of entering construction sites or rural or suburban terrain for visual site evaluation.

### **LANGUAGE SKILLS:**

- Ability to communicate effectively with elected officials, staff, and the public.

- Ability to comprehend and prepare reports.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations (addition, subtraction, multiplication, division.)

### **REASONING ABILITY**

- Ability to anticipate challenges and takes appropriate action to avoid them.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### **Physical Environment:**

- This work requires occasional exertion in excess of 100 pounds, 50 pounds and 20 pounds to move objects;
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- Work requires stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motions;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; receiving detailed information through oral communications and/or to make fine distinctions in sound;
- Visual acuity is required for depth perception, night vision, operation of motor vehicles or equipment, and observing general surroundings and activities and the ability to focus;
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

**Work Environment:** The work environment may include some or all of the following:

- Work with animals, potentially hazardous and vicious.
- Working under distractions (telephone calls, distractions, disturbances)
- Unpleasant social situations (necessity of dealing with irate or disturbed individuals)

Employee's Signature \_\_\_\_\_

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