

**FOREST CITY BOROUGH  
EMPLOYMENT OPPORTUNITY  
CODE ENFORCEMENT OFFICER**

Candidate will perform a variety of duties in support of the borough's local Code Enforcement program; monitor and enforce all applicable ordinances, codes and regulations related to property maintenance, health & safety, blight, rental inspections, building permits and other matters of public concern. Identify violations, investigate complaints, enforce pertinent codes, ordinances, laws & regulations with impartiality and efficiency. Issue warnings, correspondence, complete follow-up and maintain complete & accurate files. Submit citations for non-compliance to the District Magistrate and attend hearings held in Clifford as needed. Applicants with a knowledge of UCC Property Maintenance, a valid driver's license and clean driving record is required. Candidate must be available to work flexible hours. This is a part-time non-benefitted position subject to annual review and re-appointment; hourly rate will be commensurate with experience and qualifications. This individual will report to a Council Member. Please submit your resume and/or application (available at [www.forestcityborough.com](http://www.forestcityborough.com)) to the Borough office at 535 Main Street, Forest City, PA 18421 or Email to [fcboro@nep.net](mailto:fcboro@nep.net). The deadline for applications is February 24, 2023. This Institution is an Equal Opportunity Employer & provider.