

## **EMPLOYMENT OPPORTUNITY CODE ENFORCEMENT OFFICER (CEO)**

Forest City Borough is seeking an individual who will perform a variety of duties as the Code Enforcement Officer. The CEO will identify violations, investigate complaints, enforce pertinent codes, and ordinances 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. Applicants with a knowledge of UCC Property Maintenance preferred. 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. Please submit your resume and/or application to the Borough office at 535 Main Street, Forest City, PA 18421 or Email to [fcboro@nep.net](mailto:fcboro@nep.net). More information on our website [www.forestcityborough.com](http://www.forestcityborough.com).

**This Institution is an Equal Opportunity Employer & provider.**