

POSITION DESCRIPTION

Class Title: Zoning Officer/Building Code Official/Code Enforcement Officer

Department: Zoning Department

Date: June 14, 2016

GENERAL PURPOSE

Performs administration and enforcement of the Township Zoning Ordinance, which was enacted pursuant to the Pennsylvania Municipalities Planning Code and provides for the community development objectives as set forth in the Township's Comprehensive Plan; and the BOCA, CABO, UCC Codes, Electrical and Existing Structures building codes, which were enacted pursuant to national building codes.

The Zoning Ordinance regulates and restricts the size and use of land, creates zoning districts for such purposes and establishes the boundaries thereof; and the building codes regulate construction materials, design and application. The Ordinance and the Codes provide for administration and enforcement by the Zoning Officer/Code Enforcement Officer.

Work is performed independently with decisions being made based on established rules and policies, and applicable laws and regulations.

SUPERVISION RECEIVED

Works under the general direction of the Board of Supervisors.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers and enforces all provisions of the Zoning Ordinance and the Building Codes.

Receives and reviews all applications for building permits, certificates of use, variances, special exceptions, conditional uses and collects appropriate fees.

Verifies required setbacks and other conditions are being met during construction.

Refers all applications for hearings to the Township Solicitor or Zoning Hearing Board Solicitor.

Issues occupancy permits for structures which have been constructed or altered in accordance with an approved application.

Administers the Zoning Ordinance in accordance with its literal terms, and shall not have the power to permit any construction, or any use, or change of use which does not conform to the Zoning Ordinance.

Investigates and answers all complaints received; and follows enforcement procedures to correct violations.

Prepares monthly zoning report.

NONESSENTIAL DUTIES

Identifies and registers non-conforming uses and structures in the Township.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, diploma or GED equivalent. Training in construction standards and management; and
- (B) Minimum of two (2) years related experience; or
- (C) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of construction standards and practices and zoning regulations.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to apply a variety of laws, ordinances, rules, requirements and procedures; ability to make independent determinations; ability to communicate effectively, orally and in writing, with employees, consultants, inspection agencies, other governmental agency representatives, Township officials and the general public.

SPECIAL REQUIREMENTS

- (A) Must possess a valid Pennsylvania operator's license, or ability to obtain one.
- (B) Must be certified as a Building Code Official (BCO) or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Telephone, calculator, computer, camera, electronic typewriter, copy machine, fax machine, and motor vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.