

**CODE ENFORCEMENT / ZONING OFFICER
JOB DESCRIPTION AND DUTIES**

Title: Code/Zoning Officer

Classification: Full-time

Hours: Monday-Friday 8AM-4PM

Description: The Code Enforcement Officer performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations relating to zoning, land use, building codes, health and safety, blight, and other matters of public concern; as well as, serves as a resource and provides information on City regulations to property owners, residents, and businesses.

Supervision: Position is under the general guidance and direction of the City Manager and Council.

Summary: Position ensures the compliance of zoning related ordinances, public nuisance abatement, building codes, property maintenance, abandoned and inoperable vehicles and other related duties

Duties and Responsibilities:

- Enforces city codes not primarily enforced by the Police Department.
- Coordinates with Building Inspectors, City Engineer, Police Chief, Fire Chief and other departments as necessary to secure compliance with city codes when enforcement becomes necessary.
- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements; enforces all aspects of city codes and ordinances.
- Writes letters for enforcement for any City Code violations. Issues the necessary citations for non-compliance.
- Maintains a list of all abandoned real estate. Enforces any related ordinance violations.
- Inspect, and or coordinate with Building Inspectors and or City Engineer, to inspect structures for determination of soundness and consideration for condemnation.
- Conduct inspections for and issuing Residential Occupancy and Commercial Conforming Use Occupancy Permits.
- Issues Repair, Zoning, UCC, Demolition, Sidewalk, Curb Cut, Driveway, Street Opening, and Signage Permits.
- Determine if variances are needed, post and deliver to either Zoning or Planning Commission.
- Attends all hearings for ordinance violations, schedules hearings for matters pertaining to the Zoning and Planning Commission.
- Attends monthly Council meetings and provides detail monthly reports to the City Manager.

Knowledge, Skills and Abilities:

- Knowledge of code enforcement principles, practices and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Knowledge of local laws, rules, ordinances and regulatory standards applicable to code enforcement work and responsibilities.
- Ability to read and interpret building plans, specifications and building codes.
- Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.
- Knowledge of record keeping, report preparation, filing methods and records management techniques.
- Ability to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.
- Ability to perform work with a minimum of supervision and to understand and follow instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including other city departments and outside agencies.
- Ability to organize work, establishes priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.
- Ability to use personal computer.
- Ability to independently prepare routine correspondence and memorandums.
- Ability to understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- An Associate Degree in land planning, public administration or an equivalent field /or/ previous experience, preferably with zoning and building code administration.
- U.C.C. Certification and Commonwealth of Pennsylvania BCO License or the ability to obtain certification within six months of employment.
- Pennsylvania Zoning Certification or ability to obtain certification within one year.
- Valid Pennsylvania driver's license with acceptable driving record for the past three years.

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 ADA disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands, feel or operate tools. The employee is occasionally required to sit, climb, stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.