

BOROUGH OF ZELIENOPLE

Job Title: Zoning & Code Enforcement Officer

Department: Administration

FLSA Status: Non-Exempt

Supervisor: Assistant Borough Manager

POSITION SUMMARY:

This is a semi-professional & technical position and has the responsibility:

- To apply and enforce the zoning, subdivision, land development, health & safety ordinances for the Borough of Zelienople. This person is charged with the management of the issuance of all permits required by the borough, except those to be the purview of the police department.
- To be the primary staff person and liaison with the Borough Planning Commission and the Zelienople Zoning & Hearing Board.
- To administer and enforce the applicable Property Maintenance Code as adopted by Borough Council. This position involves taking necessary action to encourage voluntary compliance with local ordinances and for initiating legal action to bring about compliance when required. This position requires the application of judgment in deciding the best way to bring about compliance and providing Borough Council recommendations on developing enforceable ordinances upon request. The Zoning & Code Enforcement Officer shall always take reasonable and appropriate measures to maintain public safety.

ESSENTIAL DUTIES:

The following duties are not intended to serve as a comprehensive list of all duties performed in this job function, only a representative summary of the primary duties and responsibilities.

- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to citizens.
- Provides administrative oversight of Third-Party contracts and agreements for community development planning, building inspections and permitting, and code enforcement.
- Review formal permit requests; inspect building sites as necessary to assure that ordinance requirements are being complied with, and issue or deny permits.
- Consults with developers, contractors, and the public on construction and land use issues and provides information on zoning requirements.
- Review building permit applications and forward to the Building Inspector for issue. Also, provide fee assessment and collection.
- Review requests for variances to the Zoning Ordinance, prepare all materials for a variance hearing of the Zoning Hearing Board.
- Post properties in accordance with the Municipalities Planning Code prior to variance hearings.
- Review all development plans to ensure compliance with the Zoning, Subdivision and Land Use Ordinances.
- Attend all meeting of the Zoning Hearing Board, Planning Commission meetings. Also, any Borough Council meetings as assigned by the Borough Manager.
- Prepare all agenda materials and plan reviews and distribute to the Planning Commission members and Borough Engineer.

- Develops long and short-term zoning studies and related plans.
- Reviews, prepares, and recommends updates to the Comprehensive Plan and Zoning, Subdivision and Land Development Ordinances.
- Investigate all reasonable complaints from the public or Borough officials and take whatever legal action is required to resolve the problem.
- Provide systematic annual sidewalk inspections & any special inspection required for No Lien letters.
- Provide seasonal grass and yard inspections to comply with borough ordinances.
- Make timely contact with persons in violation and if necessary, issue warnings and citations to violators when required to bring about compliance.
- Maintain and update accurate inspection records, project documentation and files.
- Assists with Federal, State and Local grants as appropriate.
- Assists with tracking developer escrow funds and financial security for public improvements and coordinates with the Borough Finance Director and developers.
- Maintain written reports on all inspections and violations.
- Provide a weekly written report to the Borough Manager on all activities.
- Provides special projects as assigned.
- Other duties as assigned by the Borough Manager.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

- Knowledge of the principles and practices used in the establishment and enforcement of local ordinances.
- Working knowledge & understanding of the following:
 - Tax Duplicates
 - Tax Maps
 - Zoning Ordinance
 - Zoning Maps
 - Subdivision Ordinance
 - Land Use Ordinances
 - Code of Ordinances
 - Property Maintenance Code
 - PA Municipal Planning Code
 - Plan review
- Knowledge of the philosophies, principles, laws, regulations, procedures and practices of zoning administration and municipal planning.
- General knowledge of the scope and functions of municipal government.
Minimum one (1) year of experience in local government which includes area of responsibility
- Ability to review, understand and evaluate site or construction plans for consistency with Borough Land development ordinances.

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- Ability to read, interpret and enforce statutes, ordinances, and regulations firmly, tactfully, and impartially.
- Ability to organize and maintain records and files.
- Ability to work and communicate effectively with borough employees, contractors and developers, elected official, other agencies, and the general public.
- Ability to effectively plan and organize workload and document results in a timely fashion, including the preparation of necessary reports.
- Ability to express ideas effectively, orally and in writing.
- Have working knowledge and use of Computer skills, hardware, and Microsoft Office software.
- Ability to maintain confidentiality where necessary
- Possession of a valid Pennsylvania Drivers License

EDUCATION:

- Any combination of education and experience, graduation from an accredited college or university preferred.

PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS:

- 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 these essential functions.
- Operate a variety of standard office equipment, including a personal computer that requires a continuous and repetitive eye, arm, and hand movement.
- Both office and outdoor work is required in performing the duties of this position.
- Employee is regularly required to sit at a desk for work and meeting for long periods of time.
- Tasks may entail muscular strain, including walking, standing, stooping, sitting, reaching, and lifting objects between 5-25 lbs.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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DISCLAIMER:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.

Signature of Employee

Date

Signature of Supervisor

Date