

JOB TITLE: **CODE ENFORCEMENT & ZONING OFFICER**
DEPARTMENT: CODE ENFORCEMENT & ZONING
REPORTS TO: BOROUGH MANAGER
LAST REVISED: JULY 2020

POSITION PURPOSE AND OBJECTIVES: The Code Enforcement and Zoning Officer performs a variety of routine and complex professional and technical work in the application and enforcement of the Pennsylvania Municipalities Planning Code (MPC), the Borough Zoning Ordinance, the Borough Subdivision and Land Development Ordinance, the Borough Property Maintenance Code, and various property and land use related Borough codes and regulations. The Code Enforcement and Zoning Officer coordinates the building code inspection process and implements the code enforcement process. Work is performed both in the office and in the field and general supervision is provided by the Borough Manager.

ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

Maintain all hard copy property files and electronic filing, including a detailed master project log for all construction activities in the Borough.

Serve as the liaison with the Historic Review Commission, Planning Commission and Zoning Hearing Board.

Provide administrative and technical support to Boards and Commissions, which includes preparation and distribution of all meeting materials.

Carry out the powers and duties of the Borough Zoning Officer as set forth in applicable Pennsylvania law and Borough ordinances, regulations, and resolutions, including but not limited to: the Borough Zoning Ordinance, Borough Subdivision and Land Development Ordinance, the Sewickley Borough Code, Borough Property Maintenance Code, and other codes and regulations related to property and land use.

Coordinate the Borough's response to resident's and property owners' concerns and ensure compliance with all Borough regulations through advisories, warnings, and formal Notices of Violation.

Assist with the interpretation, application, and administration of all ordinances and regulations related to property, land use, and development.

Prepare documentation where formal legal action on behalf of the Borough is required and testify at hearings as requested.

Issue zoning and occupancy permits and related approvals consistent with the Borough Zoning Ordinance.

Manage the processing of any applications to the Borough Zoning Hearing Board and testify on behalf of the Borough at Zoning Hearing Board hearings, as requested.

Conduct administrative completeness review of all applications to the Borough for subdivision or land development to ensure consistency with the application requirements of the Borough Subdivision and Land Development Ordinance.

Manage the timing requirements and deadlines for all applications for zoning approval, land development, and subdivision to ensure compliance with the Borough ordinances and the Pennsylvania Municipalities Planning Code.

Prepare monthly activity reports regarding enforcement activities.

Provide reports to the Borough Manager, as requested.

Attend public meetings, including Planning Commission, Zoning Hearing Board, Historic Review Commission and Borough Council, as required by the Borough Manager.
Perform other duties as required in absence of other staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Working knowledge of computers and electronic data processing including the ability to use scheduling, word processing and spreadsheet functions.
Ability to perform required research and prepare analytical reports.
Ability to express ideas and concepts of a complex nature clearly and concisely, both orally and in writing.
Ability to establish and maintain good working relationships with employees, public agencies, public officials and the general public.
Skilled in managing multiple priorities.
Working knowledge of the International Property Maintenance Code, the Uniform Construction Code, PA Municipalities Planning Code, Labor and Industry requirements, municipal zoning ordinance requirements and other codes followed by the Borough, including a general understanding of the typical legal obligations of the Department.
Ability to interpret construction plans and specifications.
Ability to enforce codes and ordinances firmly and impartially.

SUPERVISOR RESPONSIBILITIES:

None

WORKING CONDITIONS:

Work is generally performed in a comfortable office environment. Field work is required and may involve working outdoors in hot, wet and humid conditions to below zero temperatures. A moderate amount of driving is also required.

TOOLS AND EQUIPMENT USED:

Telephone, computers, scanners, copiers, facsimile machines, printers, and copiers.

PHYSICAL DEMANDS: (LIGHT to MODERATE)

Prolonged sitting, light lifting of office materials, operation of personal computer, normal corrected vision and hearing. Some walking and standing on possibly uneven terrain; climbing stairs, ladders or structures. Tasks may occasionally entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting objects between 5-25 lbs. Operation of a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Completion of High School education required. Completion of training programs in construction techniques and enforcement procedures required. Building Code Official certification preferred or the equivalent experience, credits and training in architecture,

engineering, ICC Codes and/or similar areas.

Experience: A minimum of five years' experience as a code enforcement officer and/or extensive experience in the construction industry as a project manager at a supervisory level.

Special Skills: Must possess a valid PA Motor Vehicle License, Building Code Official certification preferred, and a working knowledge of computer tracking systems and basic GIS programs.

(Subject to Revision)