

CODE ENFORCEMENT OFFICER

Job Summary – The Code Enforcement Officer is responsible for administrative and review tasks associated with the Township’s Subdivision and Land Development Ordinance (hereinafter “SLDO”), zoning, floodplain and storm water facilities management, Abandoned Vehicles, Nuisance and Junk Yard ordinances. The Code Enforcement Officer serves as the Zoning Officer and Floodplain Administrator of the Township, with all the legal responsibilities designated to those positions. The Code Enforcement Officer interfaces with engineering consultant and third-party Uniform Construction Code Official (hereinafter “UCCO”) in the issuance of SLDO plan review, floodplain permits, and storm water management projects.

The Code Enforcement Officer reports to the Board of Supervisors.

Basic Duties and Responsibilities

1. Answers inquiries from engineers, surveyors, architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning and related ordinances.
2. Reviews and approves or disapproves all Land Use Permits.
3. Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes and regulations.
4. Performs land use and zoning inspections, as necessary, under the respective municipal zoning codes.
5. Researches and reviews legal descriptions, plat restrictions and property ownership information.
6. Conducts field investigations to determine compliance of properties with the codes and issues notices of violation or citations for non-compliance.
7. Testifies at hearings regarding notices of violation or citations issued to code violators.
8. Issue permits for special exception uses, conditional uses and/or variances only after applications for such uses and/or buildings have been approved in writing by either the Zoning Hearing Board, in the case of special exceptions and/or variances, or the elected body of the municipality in the case of conditional uses.
9. Reviews and replies to questions pertaining to the Township Ordinances and the administration of permit requirements.
10. Reviews completed applications, assuring compliance with ordinance requirements. Issues or denies permits depending on compliance. Assists applicants in completion of forms and submissions to the engineering consultant and third-party UCCO.
11. Receives and reviews all Zoning Hearing Board applications and processes the required documents in accordance with the requirements of the Township Zoning ordinance and the

- Municipalities Planning Code. Prepares all legal advertisements and posts properties as required. Prepares agenda for Zoning Hearing Board meetings. Attends all Zoning Hearing Board meetings.
12. Receives and investigates complaints regarding Ordinance violations. Notifies property owners of violations by phone, in person, or by mail. Attempts to resolve complaints by explaining ordinances and working cooperatively with property owner/violators. Initiates legal proceedings in a court of proper jurisdiction where complaints cannot be resolved voluntarily.
 13. Coordinates review by the engineering consultant and third-party UCCO program for building code compliance. Works closely with the engineering consultant and third-party UCCO companies to facilitate permitting process.
 14. Prepares monthly reports relating to code activity for review and approval by the Board of Supervisors. Reports on complaints received and actions taken.
 15. Conducts inspections in accordance with approved permits and plans to ensure compliance with applicable codes. Operates Township vehicles in inspection and enforcement activities.
 16. Receives and reviews all Uniform Construction Code Appeal (hereinafter "UCC") applications and processes the required documents in accordance with the UCC. Communicates with UCC Hearing Board members, prepares all legal advertisements, and attends appeal hearings.
 17. Maintains files of permits, records, maps, and ordinances as necessary to properly administer and enforce ordinances.
 18. Observes best management practices (BMPs) construction and operation throughout the Township. Identifies failure to maintain BMP facilities. Assists in public education and outreach program for stormwater management through individual conversations.
 19. Investigates reports of illegal activities such as burning of recyclable materials, illegal dumping, illicit stormwater discharge, illegal building practices, development and installation of building and stormwater facilities in violation of approved plans. Initiates and pursues enforcement action against violators of Ordinances as needed. Represents the Township in legal and court proceedings.
 20. Performs general administrative tasks as needed. Provides customer service for visitors and callers to the Township office. Answers telephone, greets visitors, and responds to general questions. Provides information or directs individuals to staff members who can assist them. Uses QuickBooks program to general receipts for payment of fees.
 21. Represents the Township at meetings, seminars and training sessions as assigned.
 22. Completes other duties as assigned by the Board of Supervisors.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Skills and Requirements

- Possession and ongoing maintenance of a valid Pennsylvania Driver's License.
- Comprehensive knowledge of the English language, including grammar, punctuation, spelling and speaking.
- Knowledge of the laws, regulations, and requirements applicable to Townships of the Second Class, including the Municipalities Planning Code, Act 167, Act 537, and the 2nd Class Township Code.
- Ability to read and interpret applicable ordinances, laws, plans, procedures, and policies and to explain them to others, both orally and in writing.
- Ability to read, interpret and enforce statutes, ordinances, and regulations firmly, tactfully, and impartially.
- Ability to learn and explain to others the regulations, restrictions, and standards which may be complex or subject to misinterpretation.
- Ability to establish and maintain effective and congenial working relationships with associates and the public.
- Ability to prepare clear reports and keep accurate records. Ability to plan and schedule work efficiently and carry out duties without supervision.
- Skilled in operation of computer database, word processing, spreadsheet, and bookkeeping software. Skilled in typing.
- Knowledgeable in administrative and clerical procedures. Familiar with Township roads and addresses.
- Skilled in planning, organizing, and customer service. Strong verbal communication and interpersonal skills.
- Ability to work flexible hours with evening meetings and work, as well as emergency response when required.

Physical Requirements

- Ability to walk, crouch, climb, push, pull, reach, stretch, kneel and bend.
- Ability to perform inspections in outdoor environments.