

North Newton Township Code Enforcement & Zoning Officer Job Description

Part-time or Full-time

This is a highly-responsible position involving the monitoring of all building activity in the township and the enforcement of all township building and property use codes/ordinances.

This position may be part-time or full-time depending upon the needs of the township at the time of employment. Specific hours will be discussed with applicants.

Part-time hours are defined as less than 35 hours per week.

Full-time hours are defined as at least 35 hours per week.

TYPICAL DUTIES:

- Process all Land Use Applications and issue or deny permits.
- Process any requests for variances or conditional uses before the Board of Supervisors or Zoning Hearing Board as applicable.
- Review all applications received within one week of receipt and conduct a subsequent visual inspection of the property for compliance and then issue or deny the permit.
- Submit monthly reports of Land Use Permits issued for the purpose of filing with the Cumberland County tax assessor and the Board of Supervisors.
- Attend Zoning Hearing Board (ZHB) meetings and work with the ZHB Chairman and Township Secretary in scheduling and advertising ZHB meetings.
- Attend Planning Commission and Board of Supervisors' meetings.
- Work in conjunction with the Township Secretary who may relay applications, reports of violations or complaints.
- Conduct periodic inspections of the township for possible code violations by driving all township and state roads once each month, inspecting for ordinance violations. The vehicle used for such inspections shall either be a municipal vehicle or a personal vehicle clearly marked on each side with municipal identification.
- Issue notices to persons found in violation of township ordinances and appear at the Magisterial District Justice's office on behalf of the township.
- Maintain records and office space in a professional manner, prepare timely reports and correspondence.
- Maintain property files in Permit Manager software by either entering notes, permits and violations or providing information to Township Secretary for entry.
- Follow up on progress of applications/permits and violations.
- Review all Planning Modules for Sewage Facilities Planning as submitted by developers.
- Hold regular office hours or office time scheduled by appointment dependent upon classification of job as either full-time, part-time or third-party contractor.
- Display identification during property inspections as a CEO through the use of a badge and/or municipal shirt or vest provided by the township.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- Within one year of hire, successful completion of the five-day Building Code Administration Course through the PA Construction Codes Academy and a minimum of six hours of approved Code Enforcement/Zoning Officer training classes as offered by the Pennsylvania State Association of Township Supervisors, PA Local Government Training Partnership or other approved source. Periodically complete continuing education courses related to zoning, planning and construction.
- Within 30 days of hire, develop a thorough knowledge of the township zoning ordinance, subdivision and land development ordinance, building permit ordinance, junkyard ordinance, nuisance ordinance and any other ordinances applicable to codes enforcement and become knowledgeable of UCC Permit processes.
- Must be able to read and write at a high school level and have basic skill level with computer word processing and office equipment.
- Must have above average communication and interpersonal skills, as well as problem solving skills. Must maintain effective working relationships while interacting with property owners, residents, contractors, developers, elected officials and the public.
- Must hold a valid PA Driver's License, be able to drive a vehicle, walk on uneven ground at building sites, and navigate ladders and stairs.
- Must maintain a neat appearance in dealing with the public.