

## **CODE ADMINISTRATOR/ZONING OFFICER**

### **GENERAL DEFINITION**

This is administrative and technical varied land use enforcement work. Duties involve code administration, secretarial work, data collection and file retention.

Work is supervised by an administrative superior. Assignments are varied, involve the exercise of independence and judgment and are performed in accordance with established technical and legal requirements and standards. Work involves exposure to the elements.

### **SUPERVISION RECEIVED**

Work is supervised by an administrative and technical superior.

### **SUPERVISION EXERCISED**

No direct supervision exercised.

### **KEY JOB RESPONSIBILITIES (Illustrative Only)**

#### **Zoning Officer Responsibilities:**

This position requires proficient knowledge of the Borough's zoning and subdivision ordinances. Primary responsibilities including reviewing zoning permits and subdivision/land development applications, assisting the general public on zoning and code-related matters and handling all Zoning Hearing Board applications and necessary follow-up.

Work involves responsibility for safe, effective and timely enforcement of the zoning code and for serving as staff to the Zoning Hearing Board. The work requires that the employee have thorough knowledge, skill and ability in zoning code inspections, enforcement, administration and knowledge and experience with preparing planning studies and zoning ordinance amendments.

Review and research the following types of applications:

- Zoning Permit Applications
- Subdivision/Land Development Applications
- Sign Permit Applications
- Temporary Retail Permit Applications
- Use and Occupancy Permits
- Building and Related Permits
- Dumpster Permits
- Other Permits

Conduct periodic road inspections to monitor and detect any violations to the Borough sign, trash,

and zoning ordinance.

Review plans for new construction, renovations, and additions for conformance to building and Borough codes (including construction of fences, walls, decks, additions, swimming pools, and commercial signage, etc.)

Meets with residents, contractors, architects, engineers and other professionals to review proposed development applications for compliance with the zoning and other codes.

Administers the implementation and enforcement of various land use and zoning regulations. Conducts the site inspections and investigations. Issues correction notices, citations and represents the Borough in proceeding in District Court and Common Pleas Court when necessary.

Attend all pre-construction meetings.

Prepare or direct preparation of monthly Zoning Hearing Board (ZHB) agenda and attend all ZHB meetings (if requested) and advise the Council on various zoning-related matters.

Assign street address numbers to newly constructed residential and commercial units in the Borough.

Compile, update and disseminate monthly and annual statistical information pertaining to permit activity and the U.S. Census.

Implement, use and update GIS system with assistance of Borough Engineer.

Provide technical information and assistance to other government agencies, property owners, developers, staff and the public on matters relating to zoning and development.

Reviews complaints and violations of the zoning code with staff to determine appropriate action.

Directs preparation of legal advertisements for the Zoning Hearing Board Appeals and documentation for presentation to the Zoning Hearing Board; notifies all residents within the discussed area and notifies applicants of any follow up of court appeals.

Attends Planning Commission meetings and keeps record of all proceedings; prepares minutes for meetings; Ensures that these activities are addressed: Maintains and keeps all records and minutes; distributes minutes and documents minutes to appropriate parties following Borough Planning Commission.

Attend all Land Development/Rezoning Public Hearings and provide information to the Borough Manager.

Oversees the processing of all incoming subdivision and land development applications.

Keeps track of all incoming review and forwards these reviews to the applicant and his engineer;

Ensures that action is taken or extension is received prior to the expiration of the plan review period.

Keeps checklists on all developments post-approval and before issuance of building and occupancy permits and advises developers of needed items before permits may be obtained.

Keep track of each development for contributions, deeds of dedication, and other requirements of land development agreement.

Interacts with developers, engineers, attorneys, and others regarding land developments; advises parties of Borough requirements for land developments.

Maintains personal familiarity with Borough Zoning Ordinance. Know and understands Borough Subdivision Ordinance and other related codes.

Monitors developer escrow account funds and expiration dates of letters of credit. Ensures that letters of credit are extended or renewed before expiration dates.

Prepares resolutions or assists solicitor in preparation of resolutions for Borough Council meetings to allow for:

- Planning modules approval.
- Approval and denial of land development plans.
- Commencement and completions of maintenance periods.
- Acceptance of deeds of dedication.
- Other Council actions required.

Ensures that plans are properly filed and cataloged.

Other duties as assigned by the Borough Manager

Prepares amendments to the zoning code and assists with special zoning and planning projects for the Borough.

Assists in the development of the annual zoning budget and controls the expenditure of fund allocation within budgeted amounts.

Received, responds to, and investigates complaints relating to zoning code violations from Borough residents.

**Provides flood plain information and maintains documentation to comply with federal flood insurance requirements.**

#### **Code Administrator Responsibilities:**

Reviews permit applications, zoning requests and building plans; assures applications contain all required information and are consistent with the applicable codes; issues permits when requirements are met.

Administers subdivision and land development applications and tracks their progress through the review and construction cycle.

Enforces non-criminal ordinances including building construction, land use, health and sanitation.

Conduct periodic road inspections to monitor and detect any violations to the Borough sign, trash, and zoning ordinance.

Review of zoning certificate applications; if acceptable, signs permits; posts legal notices.

Recommends and assists with preparation of local zoning or code revisions.

Answers inquiries from, and provides zoning and code information to, builders, construction professionals, property owners, their representatives and other residents; develops and issues pertinent informational materials.

Prepares and recommends the code enforcement budget to Borough Manager. Controls expenditures within approved budget.

Maintains property ownership and code enforcement records and files and prepares periodic activity and status reports.

Meets with residents, contractors, architects, engineers and other professionals to review proposed development applications for compliance with the zoning and other codes.

Administers the implementation and enforcement of various land use and zoning regulations.

Conducts the site inspections and investigations. Issues correction notices, citations and represents the Borough in proceeding in District Court and Common Pleas Court when necessary.

Review and research the following types of applications: Zoning Permit Applications, Sign Permit Applications, Temporary Retail Permit Applications, Use and Occupancy Permits, Building and Related Permits, Dumpster Permits, Other Permits.

Prepares all building permits, contacts resident when ready, and invoices and schedules appointments for inspections.

Attends Planning Commission and Zoning Hearing Board meetings as needed.

Keeps abreast of developments in the field including training by professional certification organizations.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of building construction principles, procedures, materials and equipment.

Some knowledge of building construction inspection techniques.

Some knowledge of building construction code requirements often enacted by governments.

Some skill in reading, understanding, interpreting and applying building and other related code requirements.

Skill in evaluating technical materials submitted to meet code requirements.

Some knowledge of local zoning regulations and administrative requirements.

Ability to exercise firmness, tact and impartiality in stressful situations in obtaining voluntary code compliance.

Ability to communicate well, orally and in writing.

Ability to expeditiously learn legal, administrative and evidentiary practices and procedures relating to code enforcement.

Ability to organize and present evidence clearly and concisely.

Ability to prepare and maintain code records and files and to develop related reports and correspondence.

Ability to physically and mentally perform all essential job functions.

Ability to establish and maintain effective working relations with associates, builders and property owners, their representatives, appellate bodies, government officials and the general public.

Read and interpret complex plans, specifications, and blueprints and Borough regulations and ordinances.

Ability to interpret zoning and land development plans.

Excellent writing skills to compose concise narrative reports and clear yet thorough explanations for all for issued citations.

Deal tactfully and impartially with the public and enforce codes, regulations and ordinances firmly.

Communicate effectively when making public contacts.

Ability to do limited typing and some knowledge of various software packages (e.g. Microsoft Word, Building Permit software and GIS system).

Work independently and with others.

## **PHYSICAL REQUIREMENTS**

Ability to sit for up to 4-8 hours, stand for up to 2-8 hours, walk for up to 2-8 hours and drive for up to 1-2 hours per work day.

Ability to bend, stoop, climb, crouch, lift, push/pull and reach above the shoulder up to 35% of the workday for inspecting facilities.

Ability to lift and carry files, tools and equipment up to 35 pounds up to 10% of the workday.

Ability to use both the right and left hand for repetitive actions and firm grasping of tools, equipment and objects including typing and writing.

Ability to drive automobile.

Ability to climb ladders in performance of inspection functions.

Ability to be exposed to dust, fumes, gases and noise when performing inspection functions.

## **JOB LOCATION** (Places where work is performed)

Borough Hall Building and areas inside and outside the Borough.

## **EQUIPMENT** (Examples of machines, devices, tools, etc., used in job performance):

Borough or personal vehicle, personal computer, two-way radio, cellular phone, drafting table, computer, standard office equipment.

## **EDUCATION AND EXPERIENCE**

Education equivalent to completion of the twelfth grade.

Some technical and/or inspection experience in a skilled building trade, building construction, municipal codes enforcement or related work.

Some college courses relating to zoning and urban planning preferred.

Thorough knowledge of Borough and state codes related to zoning, land use and other related codes.

Considerable knowledge of the principles and practices of public administration as applied to a zoning, planning or building regulations department

Considerable ability to enforce regulations impartially with finesse and tact.

Considerable ability to establish and maintain effective working relationships with co-workers, associates, contractors, regulatory bodies and general public.

Knowledge of architectural and construction principles and practices.

Knowledge of Geographical Information Systems (GIS)

Or any equivalent combination of acceptable education and experience.

**LICENSE**

A valid PA motor vehicle operator's license.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

REVISED 09/17

