

ZONING ENFORCEMENT OFFICER

The job of the Zoning Enforcement Officer is specialized technical work in the enforcement of zoning and other land use codes.

Work involves providing zoning information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plats, researching property legal information and testifying at hearings relating to violations or citations. In addition, the officer is responsible for storm water management, special flood hazard areas and nuisance abatement.

DUTIES AND RESPONSIBILITIES

Answers inquiries from architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning codes and related ordinances.

Reviews and approves or disapproves all Zoning Use Permits.

Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes and regulations.

Performs land use and zoning inspections, as necessary, under the respective municipal zoning codes.

Researches and reviews legal descriptions, plat restrictions and property ownership information.

Conducts field investigations to determine compliance of properties with the codes and issues notices of violation or citations for non-compliance.

Testifies at hearings regarding notices of violation or citations issued to code violators.

Maintain official record of all business and activities, including complaints of violation(s) along with photographs of the violation and the action taken.

Prepare and submit monthly reports to the municipal elected officials and the municipal planning commission.

Advertise public hearings related to zoning use applications.

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.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of CKCOG municipal member County zoning and land use regulations, rules and procedures.

Knowledge of the legal, administrative, and procedural regulations applicable to the section assigned.

Knowledge of office practices and procedures.

Knowledge of the geography of CKCOG coverage region.

Knowledge of land measurement and legal descriptions.

Ability to maintain regulatory records and to prepare and submit reports.

Ability to meet the public and explain zoning and land use codes concisely, tactfully and impartially.

Ability to read and interpret site plans and specifications relating to land use, landscaping and zoning code provisions.

Ability to recognize deviations from code requirements and from established policies and procedures.

Ability to maintain composure under stress.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Local Government Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Ability to read, analyze and interpret blueprints, maps, technical procedures, or governmental regulations.

Ability to write reports and business correspondence.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

DESIRABLE EXPERIENCE AND TRAINING

Associate's Degree or equivalent from a two-year college or technical school in land use planning, architecture or related field plus a minimum of three (3) years' experience.

General knowledge of drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking, a plus.

Knowledge of, or experience in, field inspection of construction techniques and materials, a plus.

OTHER REQUIREMENTS AND PHYSICAL DEMANDS

Possession of a valid Pennsylvania Driver's License

Physical demands while performing the duties of this job require frequent sitting, use of hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The officer is occasionally required to stand; walk; climb or balance; and stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.