ROSS TOWNSHIP

Zoning and Code Enforcement Officer

Job description | Part-time position

Definition

This highly responsible part-time position monitors building activity and enforces Township building and property use codes. The officer secures issuance of required permits, works with the Building Code Official (BCO) to ensure inspections are completed, conducts periodic inspections for possible violations, and responds to resident zoning and code complaints. Monthly reports provide information to the Monroe County Assessment Office and keep the Board of Supervisors informed about development and enforcement activity. Assignments are performed in conjunction with the Secretary/Administrator's office, with infrequent supervision and review by the Board of Supervisors.

Typical duties

- Review building and zoning permit applications submitted to the Secretary; issue construction or occupancy permits when satisfactory and timely denial letters otherwise. Decide ordinance compliance without consultation with Supervisors, Planning Commission members, or Zoning Hearing Board members; consult the Township Solicitor when clarification is needed.
- Coordinate with the BCO to confirm required inspections are complete, and conduct periodic inspections for possible code violations.
- Respond promptly to resident zoning and code complaints, investigate potential violations, and inform residents of actions taken.
- Enforce Township ordinances, issue citations, and represent the Township at the District Magistrate's office.
- Serve as liaison between applicants and the Zoning Hearing Board; attend Board hearings and other meetings as needed.
- Maintain records and office space, if provided, professionally; prepare timely reports and correspondence. Submit monthly reports to the Board of Supervisors before its meeting, detailing permits issued by type and progress on ongoing violations. Report building permits monthly to the Monroe County Assessment Office.
- Maintain courteous, professional relationships with residents and applicants, and perform other related duties as required.

Qualification requirements

- High school diploma or equivalent.
- Ability to understand and interpret Township ordinances and codes, review construction plans for compliance, and identify violations.
- Ability to understand, follow, and communicate complex oral and written information; maintain records; and prepare reports.
- Ability to work effectively with property owners, elected officials, private agencies, contractors, and the public.