

NEWBERY TOWNSHIP JOB DESCRIPTION

JOB TITLE

CODE ENFORCEMENT & ZONING OFFICER

DEFINITION

This is a highly responsible position involving the administration of Township Ordinances Zoning, Property Maintenance, and all building activity in the Township.

The Code Enforcement Officer is responsible for the enforcement of all building and property use codes, as required. The employee in this position is responsible for securing the issuance of all required permits, accept and investigate complaints for possible zoning and code violations, and submitting monthly reports for the purpose of filing information and for generally keeping the Board of Supervisors informed about development within the Township, and efforts to enforce certain ordinances.

TYPICAL DUTIES

- Review applications for Zoning Hearing Board, copy and mail all applications to the Board, mail notices to surrounding property owners, advertise in newspaper.
- Review applications for building permits including plans, issue permits, notify applicants when ready.
- Review subdivisions, land development and conditional use plans for compliance with Township Ordinances, advertisement and mail notices as needed.
- Issue occupancy permits for completed projects.
- Review and complete land planning modules for submission to DEP.
- Review and issue permit for road crossings from various applicants including restoration deposits if needed.
- Issues permits and or letters of denial for construction, occupancy or any necessary for compliance with township ordinances.
- Assure necessary fees are collected when applicable.
- Routinely travels throughout the township visually inspecting unlawful construction or violation of township ordinances.

- Maintains an accurate log resulting from notifications or complaints.
- Provides monthly report on activities for the Board of Supervisors meeting.
- Maintain accurate records and enforces the Landlord Ordinance for residents leasing property.
- Issue warning and or citations for violation of township ordinances.
- Conduct inspections in accordance with township ordinances.
- Reviews planning submissions for sewage facilities, subdivisions, and developments in conjunction with the contracted township engineer when appropriate.
- Maintains neat and accurate records, files, and general office space.
- Provides professional customer relations and timely communications with the residents of Newberry Township in the daily performance of duties and the public in general.
- Investigate various complaints concerning zoning and building violations, issue enforcement notices to property owners, follow through with action taken by owners and file civil complaints or citations to District Justice if violations are not satisfied.
- Answer building and zoning questions by walk-ins and telephone inquiry.
- Post properties with returned certified mailings not accepted by the property owners.
- Annually inspect and issue licenses for mobile home parks and junk yards.
- Issue new addresses for new builds in the Township.
- Addition of properties to the tax rolls for the hydrant tax as new hydrants is installed.
- Redo new tax maps with Township wide addresses and placement of any new developments for addressing purposes.
- Attend meetings of the Planning Commission, Zoning Hearing Board and Board of Supervisors.
- Performs any and all other duties assigned by Township Manager.

QUALIFICATION REQUIREMENTS

Knowledge and Abilities

- Knowledge of Township ordinances and State laws dealing with sewage facilities, building and development.
- The ability to interpret building construction plans as to their conformity with applicable Township ordinances.
- Ability to detect violations of Township requirements.
- Ability to maintain routine records and prepare reports.
- The ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors, and the public.
- Ability to operate MS office applications, email outlook word and excel and to operate a variety of office equipment, e.g., computers, fax, copier.

Education and Experience

High School Diploma or the equivalent.

Codes and Zoning experience a plus.

Knowledge of construction codes.