

Newberry Township POSITION: Codes & Zoning Officer		
Non-Exempt	Reports to: TWP MANAGER	Updated: March 2023

Nature and Scope

The Codes & Zoning Officer is responsible for the enforcement of Newberry Township Building & Use Codes, Property Maintenance Codes, and Township Zoning Ordinances. These tasks include but are not limited to the following listed below under Essential Job Functions & Responsibilities and other administrative tasks as assigned by the Township Manager. The Codes & Zoning Officer must be able to work evening hours.

Essential Job Functions & Responsibilities

1. Process applications for building permits which includes the review of permit applications and review of the building plans for zoning compliance. Issue approved permits.
2. Review applications for Zoning Hearing Board, provide necessary documentation to the Zoning Hearing Board, post required Zoning Hearing notices to surrounding properties along with advertising in the newspapers and Township medium.
3. Coordinate reviews of subdivisions, land development, and conditional use plans for compliance with Township Ordinances; advertise and mail notices as needed.
4. Issue occupancy permits for completed projects upon approval by contracted UCC services.
5. Review and complete developer's land planning modules for submission to DEP.
6. Review and issue permit for road cuts from applicants; collect all related fees.
7. Coordinate with Sewage Enforcement Officer, review of on-lot sewage inquiries and complaints. Process applications for on-lot sewage system.
8. Handle zoning complaints; if required, issue enforcement notices to property owners for violations. Initiate legal action for unresolved violations.
9. Perform annual inspection and issue licenses for mobile home parks, junk yards, and speedway.
10. Maintain accurate electronic records of all permits and prepare project reports.
11. Collect escrow funds and maintain records for the required escrow payment calculated by the Township engineer. Invoice developers for fees pertaining to projects.
12. Establish and maintain effective working relationships with property owners, elected officials, and Township residents.
13. Act as liaison between Township engineers, third-party plan reviewer/inspectors, and property owners.
14. Assign addresses for new construction in the Township and update Township tax maps for new addresses and developments.
15. Attend evening meetings of the Planning Commission, Zoning Hearing Board and Board of Supervisors.
16. Regular and predictable attendance is an essential job function.
17. Any other duties as assigned.

Job Standards

1. Maintain valid Pa Driver's License.
2. Process building permits within 2 days of receipt from third party plan reviewer/inspector.
3. Schedule & advertise Zoning Hearings 21 days prior to meeting.
4. Distribute Planning Commission documents the Wednesday before scheduled meeting.
5. Submit monthly Board of Supervisor report by noon Friday before each meeting.
6. Complete mobile home park and junk yard inspections within 30 days after receipt of renewal application.
7. Maintain a high degree of professionalism and confidentiality.

Qualifications

1. High school diploma.
2. Preferred experience in codes enforcement and/or zoning, planning or related field.
3. Valid PA L&I certification as a Building Code Official preferred.
4. Excellent & professional communication skills both written and verbal.
5. Proficient in MS office programs including Word, Excel, Outlook.
6. Valid PA Driver's License and clean driving record.
7. Clean record and pass PA State Police background check.
8. Must pass drug and alcohol screen and pre-employment physical.

Physical & Mental Requirements

This position requires the ability to bend, squat, climb ladders and be physically able to navigate construction and job sites. The position will also require periods of sitting for computer work. Incumbent must be able to have effective & professional communication skills both in person and on the phone. Additionally, incumbent must be able to multi-task and work evening hours.

Physical Requirements

Activity	Never	Rare 0-1% 0-5%	Occasional 6-33% 1-4 reps/hr	Frequently 34-66% 5-24 reps/hr	Continuously 67-100% >25 reps/hr	Comments
Lift 1-10 lbs.			X			
Lift 11-20 lbs			X			
Lift 21-25 lbs			X			
Lift 26-50 lbs			X			
Lift 51-100 lbs	X					
Lift 100-150 lbs	X					
Carry 1-10 lbs			X			
Carry 11-20 lbs			X			
Carry 21-25 lbs			X			
Carry 26-50 lbs			X			
Carry 51-100 lbs	X					
Carry 100-150 lbs	x					
Sit					X	
Stand					X	
Walk					X	
Stoop				X		
Squat				X		
Kneel				X		
Climb Stair/Ladder				X		
Crawl		X				
Pushing			x			

Pulling			x			
Bending				X		
Twisting/Pivoting				x		
Reaching (front)				X		
(overhead>20°)			X			
(back>20°)			X			
Left Hand/Arm: (L) x Right Hand/Arm: (R) x Both: (B) x						

	One Hand		Both Hands	
	YES	NO	YES	NO
Simple Grasping	x		x	
Fine Manipulation	X		X	
Forearm Rotation Movements	x		x	
Power Grip (pressure applied with fingers or hand)	x		x	
Pushing/Pulling	x		x	
Repetitive Hand Action	X		X	

Employee Required to Perform Activities Involving:

	YES	NO		YES	NO
Heights	X		Exposure to Dust, Fumes and Gases	X	
Being Near Moving Machinery	X		Color Vision	x	
Changes in Temperature or Humidity	X		Regular & Predictable Attendance	x	
Driving Automotive Equipment	x		Can this job be performed by alternating sitting and standing?		X

Mental Requirement:

Activity	Never	Rare 0-5%	Occasional 6-33% 1-4 reps/hr	Frequently 34-66% 5-24 reps/hr	Continuously 67-100% >25 reps/hr	Comments
Relate to Others					X	
Verbal Communications					x	
Written Communications					X	
Reasoning / Analytical Thinking					X	
Math Skills					x	
Reading Comprehension					x	

Memory Recollection					x	
Independent Judgment					X	