

Newberry Township POSITION: Codes & Zoning Officer		
Non-Exempt	Reports to: TWP MANAGER	Updated: January 2021

Nature and Scope

The Codes & Zoning Officer is responsible for enforcement of Newberry Township Building & Use Codes, Property Maintenance Codes, and Township Zoning Ordinances.

These tasks include, but not limited to the following listed below under Essential Job Functions & Responsibilities and other Administrative tasks as assigned by the Township Manager. This work schedule for this full-time position is Monday – Friday, 7a.m. until 3:30 p.m. Some overtime required for monthly meeting attendance and participation.

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

Qualifications

1. High school diploma.
2. Two plus years' experience in codes enforcement and/or zoning, planning or related field preferred.
3. Valid PA L&I certification as a Building Code Official preferred.
4. Ability to read and interpret Township codes, ordinances, and regulations.
5. Ability to read, analyze and interpret State regulations.
6. Ability to apply Township ordinances and State laws to building, land development, and sewage facilities.
7. Ability to detect violations of Township and State requirements.
8. Excellent & professional communication skills both written and verbal.
9. Proficient in MS office programs to include, Word, Excel, Email.
10. Valid PA Driver's License and clean driving record.
11. Ability to pass PA State Police background check.
12. Ability to pass drug and alcohol screen.

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.