

**BOROUGH OF WHITE OAK
CODE ENFORCEMENT / ZONING OFFICER**

GENERAL DESCRIPTION: The Borough of White Oak is seeking a qualified and knowledgeable Code Enforcement / Zoning Officer to be responsible for the enforcement of Municipal Ordinances, Property Maintenance Codes and Zoning related activities. The candidate will be responsible for performing skilled inspections and exercising considerable judgment when enforcing compliance. The code enforcement / zoning officer will be responsible for maintaining constant communication, in person and in writing with the Borough Administration, Residents and Commercial Businesses. This job will include administrative responsibilities.

RESPONSIBILITIES:

- Review Subdivision and Land Development Plans for zoning compliance
- Process variance, special exception, and conditional use applications
- Provide complete administration and enforcement of municipal zoning ordinances
- Distribute appropriate materials to the Planning Commission and Zoning Hearing Board for upcoming meetings as well as attend Planning Commission and Zoning Hearing Board Meetings.
- Prepare minutes detailing action of the Planning Commission meetings and a short synopsis of the Zoning Hearing Board meetings.
- Distribute appropriate materials to third party inspection company when necessary
- Attend governing body meetings when requested
- Establish effective communications with all municipal departments
- Process zoning and/or building permits
- Prepare zoning officer and zoning/building activity reports
- Assist in preparing amendments to zoning ordinances
- Perform fieldwork as necessary to discharge the office of zoning officer
- Provide testimony before Council, Zoning Hearing Board or recognized court of the Commonwealth of Pennsylvania
- Review rezoning applications for compliance with local and county comprehensive plans
- Prepare and submit legal advertisements as necessary
- Inspection of residential units for compliance with change in ownership or tenant, as well as annual inspection of all residential rental units for compliance with current code(s)
- Assist residents with completion of zoning and building permit applications in a courteous and professional manner
- Respond to complaints received from the public, in a courteous and professional manner
- Filing, phone skills, fundamental mathematic skills

EXPERIENCE/EDUCATION:

- 3+ years of experience in construction work, inspection work, or any combination of experience and training which provides the required knowledge, skills and abilities is preferred
- High school Diploma or equivalent is required
- Associates degree or Certificate from a trade school in construction trades is preferred
- Certified in PA International Property Maintenance Code is preferred
- Must possess a valid Pennsylvania drivers' license

- Must be able to pass a drug test, a PennDOT Driving History test, and Criminal Background test
- Must be willing to learn from networking with peers and by attending sponsored and sanctioned training sessions for code enforcement officers
- Basic computer skills, Word, Excel, researching information on web sites.
- Understanding of zoning ordinances
- Have an understanding of the Pennsylvania Municipalities Planning Code
- Must be available for evening meetings.
- Ability to be trained and use Borough's Land Management software
- Read, interpret and enforce the codes of ordinances of Borough of White Oak
- Investigate alleged ordinance violations, prepare and issue violation notices as necessary, file citations for failure to comply with violations notices
- Respond to complaints from residents, business operators, contractors and members of the general public, research background information on code enforcement complaint properties and conduct field investigations of potential code violations
- Meet with property owners, tenants and business owners to review and explain code requirements and potential violations
- Attend all necessary hearings for citations that are issued or for appeals that are filed
- Work with Borough Manager to arrange for enforcement schedule and priorities
- Maintain records of complaints, inspections, violations, property information in a property maintenance database to ensure that all data is current and accurate
- Present relevant information to Council, Mayor and Borough Manager from time to time
- Other related activities as directed by Council, Mayor and Borough Manager

ADDITIONAL QUALIFICATIONS: The Code Enforcement / Zoning Officer is expected to maintain the highest standards of personal integrity and ethical conduct, be courteous toward the public and maintain proper decorum. The Code Enforcement / Zoning Officer must be able to communicate effectively with elected officials, staff, and the public. The Code Enforcement / Zoning Officer must apply municipal codes in an impartial manner and possess an ability to exercise considerable self-judgment when issuing violations, notices, or permits.

WORKING CONDITIONS: The majority of the work will be performed in an outdoor environment that will include very hot and sub-zero temperatures, and in wet, humid, snowy, icy and windy conditions.

PHYSICAL DEMANDS (Moderate): The position requires a moderate amount of physical activity. The position may require standing and walking on uneven terrain or slippery surfaces, climbing stairs or ladders, climbing hillsides, fitting into tight spaces, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, repetitive motions, crawling, and lifting. This position requires standing for extended periods of time while conducting inspections.