

## **BERWICK TOWNSHIP**

**WORKING TITLE:** Permit / Zoning and Code Enforcement Officer

**WORKING HOURS:** This is a full time, hourly position, not to exceed 40 hours per week. Time in excess of 40 hours per week must be approved by a Supervisor, and should be limited to special projects or helping with road crew. Must be willing to work flexible hours to include one evening, mandatory Supervisor meeting, a month.

### **JOB SUMMARY:**

The Permit / Zoning and Code Enforcement officer shall be appointed at the annual reorganization meeting of the Township and shall serve at the pleasure of the Board of Supervisors. This position functions as a staff assistant to the Board of Supervisors, Zoning Hearing Board and the Planning Commission. Performing work includes, but not limited to: responsible for the non-technical inspections required by the Township codes and ordinances, monitoring building activity, investigate complaints pertaining to Township ordinances, enforcement of Township ordinances and regulations; conducting periodic inspections for code violations; keeping accurate records; and submitting timely reports. This position serves as point of contact for the general public with regard to all matters related to the ordinances. Attendance at Supervisors second meeting of the month and Zoning Hearing Board meetings is required.

### **DUTIES AND RESPONSIBILITIES:**

1. Work primarily as Code Enforcement Officer for Berwick Township. Appropriately respond to complaints, requests, and issues from residents in a timely and professional manner. Administer and enforce all ordinances with the literal terms of each and shall not have the power to permit any construction, use or any change of use, which does not conform to the ordinances.
2. Preparation of the Planning, Zoning, and Code Enforcement sections for Board of Supervisors meetings. This would include a monthly report to the Board of Supervisors on all aspects of planning, zoning and code enforcement. Reports shall include number of specific permits issued, number of code enforcement investigations and their current status as well as current status of subdivision plans or any other updates on ordinances.
3. Work with Township Engineer and Solicitor when necessary.
4. Comply with Zoning Ordinance Article 10 Paragraph 1000 which includes the preparation of packages for Zoning Hearing Board's review. This includes briefing, posting properties, submitting public notices, contacting adjoining property owners and attending public hearings.
5. Issue compliance letters, citations, and orders. Prepare complaints for District Magistrate if necessary. Testifies in court concerning code violations if required.
6. Interact on a daily basis via telephone, personally, and email, with Township residents, engineering firms, developers, and/or other Township personnel.
7. Be familiar with PA Municipalities Planning Code (MPC), Township Zoning Ordinance, Comprehensive Plan, Subdivision & Land Development Ordinance, and Stormwater Management Ordinance.
8. Shall support the policy making role of the Supervisors by providing them with the information necessary to thoroughly evaluate available options when problems and issues arise concerning the ordinances of the Township, developing options and even indicating a recommended course of action.
9. Responsible for securing the issuance of all required permits.
10. Receive, review and direct Subdivision/Land Development plans through the Township approval system from submission to permit issuance ensuring all Township requirements are met. Comment on same and refer the plans to Adams County Planning commission for action.

11. Maintain organized records of all township applications, maps, permits and subdivision and land development plans.
12. Other miscellaneous duties as directed by the Board of Supervisors.

**MIIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

1. College degree in planning and zoning related studies preferred, or any combination of a college degree and 2 years of experience, or 5 years of experience.
2. Valid Pennsylvania driver's license.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable knowledge of planning and zoning practices and procedures.
2. Considerable knowledge of the Pa. Municipalities Planning Code.
3. Ability to communicate and listen effectively, and to read and understand complex manuals, engineering drawings, contracts, ordinances, laws, and written instructions.
4. Considerable knowledge and skills in interoffice communications, filing system, and effective public interaction.
5. Knowledge and skill in G.I.S. applications and software.
6. Ability to operate general office equipment and an automobile.
7. Proficiency and knowledge in the use and application of personal computers in a Windows operating system environment.

**PHYSICAL REQUIREMENTS:**

1. Excellent hand and eye coordination and depth perception.
2. Ability to lift up to 50 pounds and to perform manual labor with agility, to climb in and out of vehicles, walk distances and hills, post signs, move files and boxes, etc.
3. Ability to work in extreme weather conditions, and endure lengthy periods operating vehicles.
4. Ability to successfully pass pre-employment and post employment drug and alcohol testing and post employment physical examination. Maintain physical condition to comply with State and Federal requirements to be licensed and safely operate Township vehicles.
5. Ability to remain in sedentary (sitting) position for long periods of time for paper work, data entry, etc.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.