

MANCHESTER TOWNSHIP

Job Title: Code Enforcement Officer
Department: Zoning/Planning
Classification: Full-time (Non-Exempt)
Reports to: Zoning/Planning Officer

Job Summary:

Support township operations by assisting the Zoning/Planning Officer with the administrative and technical work to ensure compliance with all ordinances, codes and regulations in planning, zoning, and permit issuance, and inspection of construction projects to include but not limited to subdivision/land development, building improvements, plumbing, sewage systems, flood plain and storm water management.

Reporting Relationship:

This position reports to the Zoning/Planning Officer. This position receives general supervision and sets priorities for self.

Essential Tasks:

1. Enforces ordinances codes or regulations by receiving and timely investigation of complaints or through routine inspections regarding violations of various codes and in conjunction with the Zoning/Planning Offices may initiate any enforcement action that is required through the Pennsylvania minor judiciary system or judicial body of competent jurisdiction.
2. Enforce the provisions of the township's Zoning Ordinance in accordance with the literal interpretation of its provisions.
3. Conducts inspections routinely to determine compliance with the terms of the zoning or other ordinances of the Township.
4. Keeps Zoning/Planning Officer informed by reviewing and analyzing reports: summarizing information: updates on development issues: and informing of critical incidents.
5. Determines compliance with permits/plans and makes safety observations by conducting site/field inspections. May respond to emergency situations and notify appropriate agencies if necessary.
6. Completes special projects by organizing and coordinating information and requirements: planning: arranging and meeting set schedules: monitoring results.
7. Attends meetings of Planning Commission, Zoning Hearing Board or other meetings when so directed by the Zoning/Planning Officer when requested.

Additional Tasks: Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

Job Qualifications:

Essential knowledge, skills, and abilities:

- High School Education or equivalent.
- Knowledge of basic math skills and ability to make mathematical computation accurately.
- Knowledge of basic computer skills.
- Ability to reason, solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to research applicable codes and regulations and apply them to specific plans.
- Ability to read and interpret building/development plans, specifications, and drawings and to determine if they conform to ordinances.
- Ability to apply technical knowledge and follow proper inspection techniques to examine sites and detect deviations from plans and regulations.
- Ability to enforce regulations with firmness and tact.
- Ability to analyze and review planning reports and maintain detailed files.
- Ability to prioritize, pay attention to detail, organize information, follow through on projects and meet deadlines.
- Ability to establish and maintain effective working relationships with staff, officials, engineers, contractors, and the general public.
- Maintains professional knowledge and certification by attending educational workshops, reviewing publications, and participating in professional societies as approved.
- Ability to understand and follow written instructions and communicate both orally and in writing.
- Ability to communicate effectively with the public.

Physical demands and Work Conditions:

- Ability to operate a motor vehicle. Capable of working inside or outside and visiting job sites. Physical ability to see and hear, climb, lift a minimum of 50 lbs., and enter confined workspaces.

Licenses, Certification or Registration:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated.

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.

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.