

FT Code Enforcement/Zoning Officer

Job Description

Newport Borough, Perry County, PA currently has an opening for the position of Code Enforcement/Zoning Officer. The position enforces the municipal code of ordinances to ensure compliance. Candidates must be able to interpret ordinances with ability to investigate and respond to violations, prepare reports and maintain proper records, attend all necessary court proceedings for citations issued, and attend zoning board hearings.

This position requires excellent communication skills to handle complaints and meet with property owners and/or tenants, local businesses, municipal officials, and other local government representatives. A valid PA driver's license is required. The position is full-time employment. Code enforcement experience and knowledge of Pennsylvania Municipal Code is preferred but will consider relevant experience. Knowledge of Microsoft & Outlook is a plus. Starting salary commensurate with experience. Send resume to secretary@newportboro.com.

Responsibilities: The Code Enforcement and Zoning Officer shall under the direction of the Borough Council of Newport have the responsibility and authority to administer ordinances, regulations, and codes of the borough. The Code Enforcement and Zoning Officer:

1. Performs a variety of duties involved in the investigation of potential violations and the enforcement of municipal codes, ordinances, and regulations.
2. Receives and investigates violation complaints and issues notices of violations to property owners and follows up on investigations to ensure that compliance is achieved.
3. The Code Enforcement and Zoning Officer is considered a mandated reporter of child abuse under PA Act 126 Child Abuse Recognition and Reporting Act. Required training must be completed within two weeks of the employee's start date and as required by the Act.

Job Skills: This position requires:

1. Outstanding verbal and written communication especially during interactions with the public, landlords, renters, real estate agents, homeowners, other government entities, and private businesses.
2. Ability to work independently with minimal supervision.
3. Critical thinking skills and sound judgement to make independent judgements and decisions.
4. Knowledge of code enforcement practices, procedures, and methods. Knowledge in related field of zoning, subdivision and land development codes and ordinances.
5. Effective conflict resolution skills.
6. Ability to work collaboratively with the public, municipal officials.

7. Ability to maintain confidentiality.

Minimum Requirements:

1. High School diploma or GED.
2. Training in Code Enforcement and Zoning or equivalent experience.
3. Must be legally eligible to work in the United States. No Visa sponsorships for this position. Must be 21 years of age or older.
4. Background check with no criminal record
5. Valid Pennsylvania Driver's License
6. Proficient computer skills including but not limited to Microsoft Outlook, Excel, Word, and PowerPoint.
7. Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
8. Maintain a reputation of fairness, thoroughness, and honesty.

Essential Duties:

1. Enforce Borough of Newport ordinances and zoning on all property within the Borough.
2. Assist in review of plans for new construction, additions, and renovation to ensure compliance with Zoning Ordinances.
3. Assist in review of plans for subdivision and land development applications.
4. Perform inspections in response to complaints, permits, use and occupancy applications and violations of ordinances.
5. Prepare reports describing violations of specific codes and ordinances on inspection forms.
6. Maintain records, logs, and photographs.
7. Respond to complaints and issue written notice of violations and citations.
8. Attend meetings required by the Borough Council, Zoning Hearing Board and/or Planning Commission.
9. Communicate with District Magistrate office and issue citations as required.
10. Appear in court regarding code violations and prepare all documents and presents court cases.
11. Appear for all hearings as required.
12. Serve and execute all criminal processes for the violation of a Newport Borough ordinance.
13. Properly execute all orders issued by the Borough Council of Newport.
14. Complete administrative forms and reports in a timely fashion.

15. Effectively work with the Borough Solicitor.
16. Review and issue zoning permits. Communicate with applicants to obtain a full understanding of the project. Notify permit applicants of results.
17. Meet and discuss technical work with Engineers to ensure compliance with borough codes.
18. Make monthly written reports for the Borough Council for their Council meetings.
19. Explain pertinent section of code to property owners, realtors, and contractors.
20. Assist the public with the interpretation of the Borough Codes and ordinances.

Job Type: Full-time

Pay: \$16.00 – \$17.50 per hour

Expected hours: 40 per week

Benefits:

- Bereavement leave
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Evenings as needed
- Weekends as needed

License/Certification:

- Driver's License (Required)

Ability to Relocate:

- Newport, PA: Relocate before starting work (Required)

Work Location: In person

231 Market Street, Newport, PA 17074.

Office hours Monday-Friday 8:00 AM to 4:30 PM.

September 6, 2024