

Job description

Position Summary:

The Zoning and Codes Enforcement Officer performs the daily administration and enforcement of the Township Zoning Ordinances and Township Codes. Duties include the review, processing and issuing of Zoning and Building permits, Stormwater permits and the issuing of Ordinance and Code violations to include Non-Criminal Citations. Reviews incoming subdivision and land development plans. Keeps well documented records and provides reports as needed to communicate with the Board of Supervisors, Planning Commission and Zoning Hearing Board. Has daily interactions with residents of the Township and is expected to provide assistance as needed. Handles resident complaints and is task with finding solutions to these issues. This job may include time in which you will be asked to assist the Township Public Works Department with tasks.

Qualifications:

- Strong knowledge of zoning and codes enforcement practices - preferred
- Ability to be organized and keep detailed records - required
- Familiarity with construction regulations - preferred
- Ability to effectively communicate both verbally and in writing - required
- Proficiency in Microsoft Office (Word and Excel) - preferred
- Proficiency in reading and understanding construction plans - preferred
- Relevant certifications in zoning, codes enforcement, or related fields would be beneficial

Job Type: Full-time

Pay: From \$23.00 per hour

Benefits:

- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 10 hour shift
- Day shift
- Evenings as needed

Zoning/Codes Enforcement Officer

Work setting:

- In-person

Experience:

- relatable: 1 year (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: In person