

**TOWNSHIP OF WEST BRADFORD
POSITION DESCRIPTION**

TITLE: BUILDING CODE OFFICIAL - ASSISTANT ZONING/CODE ENFORCEMENT OFFICER
FTE/PTE/OTHER: FULL-TIME
DEPARTMENT: BUILDING AND CODES
LOCATION: ADMINISTRATION BUILDING
DIRECT SUPERVISOR: DIRECTOR OF PLANNING AND ZONING

POSITION SUMMARY:

PRIMARY RESPONSIBILITIES:

West Bradford Township is searching for a candidate to assume the responsibility of the enforcement of local zoning, building, and stand-alone codes and ordinances within the Township. The position calls for the ability to clearly review permit applications and plans, inspect project sites, as well as quickly and clearly respond to general questions, comments, and complaints from the residents, business owners, consultants, stakeholders, and contractors of the community. The ideal candidate will possess a combination of technical expertise and proficiency, as well as exceptional communication and problem solving skills with the ability to manage people and situations of all types and temperaments. This is a full time position under direction of the Planning and Zoning Director.

The workload of this position involves a range of diversified duties which requires both office/administrative work, as well as inspections in the field. The role of this position will be a direct representative of West Bradford Township, therefore must maintain a professional appearance, behavior, and work ethic at all times and through many challenging situations. It is critical for the employee to clearly and effectively communicate, both orally and in writing, to constructively assist and direct residents, contractors, consultants, etc. in a professional and reasonable manner. The position demands intensive knowledge of zoning ordinances and the ability to enforce local regulations such as building, sign, and property maintenance codes. General familiarity with the functions of local government including legal processes, construction methods, and building, plumbing, mechanical codes is expected. This position is not involved directly with the subdivision process, but rather serves the everyday functions of a municipality, including processing permits and working through different obstacles. The business of municipal work can often be hectic and demanding, and requires a deal of multi-tasking.

The role may involve assisting with the issuing of permits, preparation of reports of activities, attend meetings, send notices, issue orders, review and recommend ordinances for update and/or additions to municipal regulations, file citations, attend court hearings for code compliance and maintain township records for zoning and code enforcement activities. A bachelor's degree with at least three years' experience in local government or related field and A.I.C.P. or Building Code certification experience is desirable. Work experience is accepted in lieu of a degree.

ESSENTIAL DUTIES:

- Act as a direct representative for West Bradford Township to assist and answer any questions in regard to Township Code requirements.
- Enforce setbacks, impervious coverage requirements, lot width, height requirements, and use standards of the Zoning Ordinance during the building process.
- Ensure that any additional building criteria approved by Special Exception, Variance and/or Conditional Use is adhered to.
- Enforce fire prevention, property maintenance, and sign regulations.
- Review zoning permit applications for compliance with municipal codes and provide necessary documentation of permit approvals and disapprovals for communication to the applicants.
- Prepare reports and presentations regarding zoning permit activities.
- Discuss zoning permit applications with citizens and contractors.
- Investigate complaints and issue violation notices.
- Issue citations.
- Attend hearings and other court proceedings.
- Maintain permit files and information.
- Recommend code updates and new municipal regulations.
- Any other activity as required by the Township Manager as a municipal employee.

SECONDARY RESPONSIBILITIES:

- Attendance at Zoning Hearing Board meetings in absence of Planning and Zoning Director.
- Act as liaison to Building Appeals Board, as needed.
- Coordinate permit processing with Codes Clerk.

SUPERVISION:

Operates under limited supervision of the Planning and Zoning Director to accomplish position's responsibilities.

PHYSICAL REQUIREMENTS:

Stand, walk, climb, bend and reach all levels

Possess exceptional vision

Lift and/or move up to 50 pounds

Ability to walk on steep and uneven terrain

The ability to inspect situations of all conditions and all environments, including woodlands, swamps, active construction sites, and along busy roadways.

ENVIRONMENTAL REQUIREMENTS:

Work is frequently performed alone and involves travel to project work sites in a variety of weather conditions. The nature of the position involves frequent interruptions and requires the ability to multi-task on many situations. Due to the frequent dealings with responding to upset and emotionally charged individuals, customer service skills are a paramount of this position. The candidate should possess the ability to work well with others, as well as demonstrate exceptional patience and control in heated situations.

EXPERIENCE/EDUCATION/TRAINING/ABILITIES:

- Must have a valid Pennsylvania driver's license.
- General knowledge of applicable building codes and standards.
- Familiarity with the Pennsylvania Municipalities Code.
- Must demonstrate a working knowledge of municipal zoning.
- Thorough knowledge of inspection practices and procedures.
- Thorough knowledge of township codes and regulations.
- Working knowledge of stormwater management regulations and practices.
- Knowledge of the geographical features of the township.
- Ability to communicate effectively in writing and orally.
- Ability to read plans, maps, ordinances and technical documents.
- Ability to physically view construction and other sites for code
- The township will provide "hands on" training and technical training when available.
- Continuing education may be required.

DISCLAIMER:

The Pennsylvania Municipalities Planning Code prohibits individuals holding elective office in the municipality from becoming the Zoning Officer.

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

SUPERVISES:

N/A.

OTHER DUTIES:

As assigned.

07/01/2022