**POSITION:** Code Enforcement/ Inspector/Zoning Officer

**GENERAL STATEMENT OF DUTIES:** The Codes Enforcement/Inspector/Zoning Officer is responsible for the efficient and effective enforcement of the Borough Zoning Ordinance and other ordinances/regulations adopted by Borough Council. In the capacity of Code Enforcement/Inspector/Zoning Officer, this employee's prime responsibility is the administration and enforcement of the Borough Zoning Ordinance and other Borough Code ordinances along with physical property inspections. Enforcement of the Kutztown Code, specifically but not limited to Chapter 135 – Housing Standards, Chapter 136- Property Maintenance, which adopted & amended portions of the 2006 ICC Property Maintenance Code, and Chapter 225- Zoning. This assignment calls for independent and evaluative thinking. Work is carried out in accordance with established codes, ordinances and regulations. Responsibilities include visiting locations where violations are suspected, obtaining proof of the violation and identifying the person(s) responsible for the violation.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to perform inspection assignments to ensure compliance with established codes, laws, and regulations, along with rental housing inspection of properties.
2. Ability to read and interpret borough codes, ordinance and regulations.
3. Ability to read, analyze and interpret government regulations.
4. Ability to effectively present information and respond to questions from colleagues, clients, vendors and the public. Excellent communication and computer skills necessary.
5. Ability to communicate effectively, orally and in writing, including the ability to compose reports and clear yet thorough explanations for correspondence and notices.
6. Ability to analyze, appraise, and organize facts and evidence.
7. Ability to read and interpret plans and blueprints.
8. Ability to testify as a witness, presenting evidence clearly and calmly, and responding calmly and appropriately to intensive cross-questioning.
9. Ability to analyze planning and zoning problems. Review Zoning applications and determine compliance, answer zoning question, and perform zoning-related inspections.
10. Ability to operate a motor vehicle and possession of a valid driver's license.
11. Ability to measure areas and distances using appropriate tools and equipment.
12. Writes letters and/or door hangers for enforcement of the UCC and/or Property Maintenance Code. Issues the necessary citations for non-compliance.
13. Writes letters and/or door hangers for enforcement of the Borough’s Zoning Ordinance and/or SALDO Ordinance. Issues the necessary citations for non-compliance.
14. Assists with the issuance of curb and sidewalk permits for all installations within the Borough’s street right-of-way. Upon qualification, inspects and approves/denies forming of curb and sidewalk, placement and compaction of stone base, placement of expansion joints, and all other requirements.

15. Assists in maintaining a list of all abandoned real estate. Enforces any related ordinances.

16. Assists in keeping detailed files on all correspondence of plans submitted for Sub-Division and Land development, including all engineering reports, letters and emails from applicants engineer and the Borough’s Engineer, correspondence from Planning Commission, Borough Manager, Borough Solicitor, County Conservation District, County Planning Commission, PennDot and DEP.

17. Assists in maintaining files on all Zoning, Building, Plumbing, Electrical, and Mechanical permits.

18. Attend all meetings as needed and directed.

19. Any other duties

CORE COMPETENCIES (minimum qualifications to perform essential functions)

1. Ability to communicate effectively both in writing and orally.

2. Effective interpersonal skills to interact with officials, colleagues, and the public.

3. Knowledge of office procedures and equipment.


EDUCATION, EXPERIENCE and CERTIFICATIONS

1. Knowledge and skills acquired through education/training in municipal codes administration work.

2. High school diploma or equivalent.

3. At least 2 years of experience is preferred. However, certain circumstances may be considered.

4. Experience in work setting dealing with building, municipal codes, as well as federal/state and local regulations is important.

5. Valid PA driver’s license.

7. Must pass background investigation.

RELATED SKILLS

1. Ability to operate office machines, knowledge of Microsoft Office, Word, Excel, databases and any other necessary programs. Knowledge of Accela a plus.

2. Maintains customer-based attitude, keeping the best interest of the taxpayer and Borough.

3. Ability to maintain close working relationship with office staff and all other departments.

4. Attention to detail, and ability to maintain complete confidentiality

5. Ability to work independently, as well as group settings.

6. Possesses strong analytical and problem-solving skills.

PHYSICAL REQUIREMENTS

1. Ability to sit for extended periods.

2. Ability to speak and hear clearly.

3. Adequate distance vision.

4. Ability to communicate frequently and exchange accurate information with staff, entities, and the general public.


6. Ability to bend, squat, climb ladders, and be physically able to navigate construction and job sites.

7. Must regularly lift, move, and/or carry up to 50 lbs. on a constant basis.

8. Ability to drive automotive equipment to locations within and outside the Borough.