

JOB DESCRIPTION:

Zoning Officer and Borough Code Enforcement Officer for the BOROUGH OF MARIETTA

Employment Status: Full Time

Supervision. The Zoning and Borough Code Officer will work under the general supervision of the Borough Council and the Borough Secretary/Treasurer.

Qualifications:

- Completion of secondary education or equivalent
- Experience in fields related to construction, planning and zoning

Licensure or Certification Requirements:

- Must possess a valid motor Vehicle operator's license.
- A certificate of completion from the Pennsylvania Department of Community Affairs for attending a workshop for Zoning Officers within six months of appointment. Beyond that, the Zoning Officer shall be required to attend one such workshop per year.
- The Zoning Officer shall have and maintain all the required certifications to inspect all residential buildings or achieve certification within 6 months of appointment.
- It is desired for the Zoning Officer to have and maintain all the required certifications to inspect all commercial buildings

Related Skills:

- Expertise in Business English.
- Follow verbal and written instructions
- Communicate effectively orally and in writing
- Understanding the requirements of all laws, including the Sunshine Law and Right to Know Act,
- Ability to operate a personal computer;
- Knowledge of Microsoft Office, word processing, spreadsheets, databases, permits, and other necessary programs.
- Maintains customer-based attitude, keeping in mind the best interest of the taxpayer
- Ability to maintain close working relationship with office staff and other departments
- Attention to detail, and ability to maintain complete confidentiality.

- Ability to work independently with self-directed priorities as well as in a group setting
- Operates in efficient and organized manner with strong work ethic and initiative / follow through.
- Possesses strong analytical and problem-solving skills

Duties and responsibilities.

The zoning officer shall

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1. Operates, and maintains the Zoning office, and maintains some weekly evening hours to meet with citizens (and at additional times if needed).
2. Receive and check all applications for zoning permits and certificates of zoning compliance
3. Issue zoning permits and certificates of zoning compliance only for construction and uses which are in accordance with the regulations of the zoning chapter and subsequent amendments; or through the Borough Council for conditional uses, or through the Zoning Hearing Board, or through court approval.
4. Record and file all applications for zoning permits and certificates of zoning compliance together with accompanying plans and documents. All records shall be open to public inspection.
5. Participate in all proceedings before the Zoning Hearing Board and at their request, furnish such facts, records, and similar information which will assist them in reaching their decisions.
6. Be responsible for maintaining the zoning map showing the current zoning classifications of all land and the zoning text, including all amendments thereto.
7. Respond to complaints regarding Zoning and Borough Code violations and issue enforcement notices and orders to persons, firms, or corporations violating the terms of the Zoning and Borough Code Ordinances
8. Submit a monthly report to the Planning Commission of all permits and violation notices issued, complaints received, and actions taken.
9. Maintain the permit records and database, and other periodic reports and handouts
10. Performs inspections and enforces regulations for the municipal storm water management program.
11. If any substantial alterations are to be made to historical properties, permit applications must be routed to the Planning Committee's Heritage Plan subcommittee

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job,

- the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 45 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Wear business attire with proper identification as Zoning and Borough Code Officer.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and in high, precarious places
- The employee occasionally is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The duties listed above are intended only as illustrations of the various types of work that may be performed.