

- **Administers the Code Office; applies construction skill and expertise and acquired certifications, licenses, and educational training in the building construction area to review, permit and inspect building activities within the Borough.**
- **Reviews all documentation, engineering drawings, insurance requirements and related information prior to permitting a job.**
- **Observes and inspects construction activity, including materials, methods, and safety practices, interfacing as needed with property owners, contractors, and the public in order to gain compliance with Borough ordinances and codes.**
- **Enforces Property Maintenance Code and ordinances. Follows up on enforcement complaints.**
- **Performs inspection duties to ensure land use changes are in compliance with the zoning ordinance.**
- **Issues tickets/citations for code violations when necessary.**
- **Identifies inventories and monitors nonconforming uses.**
- **Conducts technical reviews, site inspections, and makes staff reports on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.**
- **Investigates alleged violations of the ordinance and advises land owners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.**
- **Develops recommendations regarding zoning amendments, zoning permit fee structure, zoning forms and may propose solutions to any problem encountered in administering the zoning ordinance.**
- **Prepares, publishes, posts, sends and/or delivers public notices for meetings and zoning hearings as required by the MPC.**
- **Prepares Planning Commission and Zoning Hearing Board agendas, narratives, minutes and meeting packets. Represents Borough at evening Council, Planning Commission and Zoning Hearing Board meetings. Informs applicant of Board's decision. Distributes minutes accordingly. With the cooperation of the Planning Commission Chairperson, prepares the Annual Report of the Planning Commission.**
- **Oversee the recording of development and subdivision plats at the Northampton County Courthouse. Notify applicant of status.**
- **Maintain plan approval book.**
- **Oversee the maintenance and coordination of the Residential Rental License, Business Registration and Fire Safety program. Schedule and make inspections to determine the condition of all structures and premises. Notify property owner of status.**
- **Type correspondence, reports and/or permits as needed.**

Essential Functions: Maintain a positive public service attitude at all times. Ability to pay close attention to details and have excellent organizational skills. Ability to

prioritize and schedule work load appropriately to meet deadlines. Be punctual and maintain regular attendance at work. Ability to work independently with little supervision. Ability to establish and maintain effective working relationships with co-workers, residents, general public, developers and land owners. Courteously and promptly answer resident questions or address resident concerns. Advertise meetings as required by the Borough Code. Attend evening meetings as required. Maintain accurate property files. Keep Borough Manager and Borough Council informed on zoning and planning activities as well as new business openings.

Physical Ability: To function in activities involving walking, bending, reaching, climbing stairs and driving a vehicle. To sit, stand and walk from one place to another. To see and hear. To lift and carry up to 15 lbs. To speak and write English fluently.

Required Knowledge, Skills and Abilities: Ability to read, analyze and interpret maps, site plans, development plans. Ability to prioritize and solve problems Ability to write with clarity and communicate orally with permit applicants, related governmental agencies, etc. Ability to read legal descriptions and similar pertinent documents to zoning administration. General knowledge of construction and construction terms as appropriate to zoning reviews. Experience Microsoft Software, including, Word, Excel, Publisher, Power Point and Access and GIS software.

Minimum Qualifications: Must possess a valid PA driver's license. Be a Certified Code Official (29) and Fire Code Inspector (18) as outlined by the UCC. A high school diploma with two years of trade school or two years in the construction industry, all applicable zoning certifications and three to five years related experience and/or training.