

CLARION BOROUGH
ZONING AND CODE ENFORCEMENT OFFICER

STATEMENT OF JOB:

The Zoning and Code Enforcement Officer (the Officer) shall be responsible for administering and enforcing the provisions of any and all Zoning Ordinances and related ordinances and codes of the Borough of Clarion, Clarion County, Pennsylvania, referred to as the "Applicable Codes and Ordinances", including the Pennsylvania Uniform Construction Code (UCC).

The Officer must take necessary action to encourage voluntary compliance with local ordinances and to initiate legal action to bring about compliance when required.

The Officer must use his best judgment in deciding the best way to bring about compliance, and provide Borough Council with advice on developing enforceable ordinances upon request.

This position reports to the Chief Administrative Officer/Borough Secretary and members of Borough Council, as needed.

JOB FUNCTIONS:

- Explains building permit and zoning requirements to citizens and Borough Officials upon request.
- Reviews formal permit requests, inspects building sites as necessary to assure that ordinance requirements are met; issues or denies permits, depending upon compliance.
- Investigates all complaints made by residents of the Borough or by Borough Officials, and takes whatever action or legal action is required to resolve the problem.
- Issues warnings and citations to violators when required to bring about compliance.
- Makes written reports on all inspections, issues violations, and maintains complete records.
- Performs rental unit inspections on a bi-annual or every three-year basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices used in the establishment and enforcement of local ordinances.
- Knowledge of generally used professional building codes and ordinances.
- Ability to read, interpret, and enforce statutes, ordinances, and regulations firmly, tactfully, and impartially.
- Ability to maintain records and prepare reports.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to express ideas effectively, orally, and in writing.

- Ability to obtain and maintain certification through the PA Department of Labor and Industry as Building Code Official, which will be paid by the Borough.

MINIMUM TRAINING AND EXPERIENCE REQUIRED FOR THE POSITION:

- Three years of experience in local government administration which includes experience with building codes and ordinances and zoning ordinances and decisions thereof.
- A high school diploma or high school equivalency diploma.
- A valid Pennsylvania motor vehicle operator's license.

OR

- Any equivalent combination of experience and training.

DISCLAIMER: This is not an all-inclusive listing of what a candidate may be required/expected to perform to the best of their ability.