DIRECTOR OF CODE ENFORCEMENT/ZONING/FLOOD PLAIN MANAGEMENT
JOB DESCRIPTION

Definition

This exempt position reports directly to the Town Manager. The Director administers and enforces the provisions of codes and ordinances of the Town of Bloomsburg, which designate the Director of Code Enforcement as the official administrative and enforcement person. Takes necessary action to encourage voluntary compliance with local ordinances and for initiating legal action to bring about compliance when required. Supervisory authority of department employees.

The Director keeps the Manager apprised of the departments operations through weekly meetings. Reports at Council meetings through oral reports and monthly written reports at Committees. Frequent exposure to confidential information.

Typical Examples of Duties:

1. Explains building permit and zoning permit requirements to citizens upon request.

2. Reviews formal permit requests, inspects building and construction sites as necessary to assure that the Uniform Construction Code adopted by the State of Pennsylvania and local ordinance requirements are being complied with. Conducts reviews for completeness on building plans according to the applicable codes and maintains records as required, prior to processing them for review by our 3rd party agency. Calculates and collects the appropriate fees prior to sending them for review.

3. Reviews all zoning applications and plans for compliance with the ordinance. Calculates and collects the appropriate fees prior to processing or issuing a zoning permit.

4. Investigates, and records all reasonable complaints from the general public or police, and takes appropriate action as required to resolve the problem.

5. Conducts housing inspections to insure the minimum requirements of the International Construction Code and the International Property Maintenance code are maintained throughout the Town. Maintains records as required by Codes.

6. Issues warnings and citations to violators when required to bring about compliance.

7. Insures that additional Town Ordinances are being maintained, including but not limited to, Subdivision Land Development Ordinance, Flood Management Ordinance, Historical Preservation Ordinance, Municipal Waste Collection, Zoning and Building Ordinances, The Energy Conservation Act #22, and Air Pollution (open burning).

8. Acts as Zoning Officer and is responsible for the administration and enforcement of the Town's Zoning Ordinance.

9. Assists the Zoning Hearing Board, attends hearings and testifies when necessary.

10. Serves as a member of the Historic Architectural Review Board. Gathers information regarding the structures in the district to assist the Board in their deliberations.

11. Advises and assists the Planning Commission. Conducts thorough reviews, coordinates review meetings with the various department leaders prior to Planning Commission meetings, tracks and maintains records on all applications.

12. Supervises the code/zoning office staff.

13. Attends meetings as required such as: Historic Architectural Review Board, Planning Commission, Zoning Hearing Board, Department Leader, Code Appeals Board hearings, Community Development Committee, Town Council, and various other meetings as directed.

14. Conducts special inspection projects, in addition to the Regulated Rental Unit Inspections, pertaining to the requirements of the International Property Maintenance Code.

15. Makes written reports on all inspections, issues correction notices and maintains records necessary for legal action.

16. Advises Council about changes to Zoning and Subdivision and Land Development ordinances and building codes.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE

Minimum of a High School Education and ten years progressive experience in local government administration which includes experience with municipal codes, ordinances, planning, zoning, floodplain management and HARB, with five of those years being in code enforcement management. Completion of the necessary certifications required by the Uniform Construction Code of Pennsylvania.

Job Knowledge:

Expertise in Business English. Understanding and working expertise in Local, Federal, and State Municipal procedures and requirements is vital, including requirements of all laws, including the Sunshine Law and Right to Know Act, IPMC, UCC and Pennsylvania Municipalities Planning Code. Understanding of Bloomsburg administrative policies and procedures. Willingness to learn new methods and training is required. Ability to work with and train support Codes staff.

Related Skills:

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 and Town of Bloomsburg. 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.

Essential Functions:

- Lifting up to fifty (50) pounds without assistance
- Continuous sitting and working at a desk and computer for long periods of time
- Handling high levels of stress
- Walking, bending, stooping, speaking, listening, seeing
- Driving. Must have valid PA driver's license with clean record
- Handling extreme weather conditions
- Handling close or confined spaces, basements, attics, etc.
- Must be able to pass a criminal background check