

BOROUGH OF FOX CHAPEL JOB DESCRIPTION

POSITION

Construction Code Official, Zoning Officer and Code Enforcement Officer.

DUTIES

This is a professional administrative position performing high-level work involving construction-related activities and municipal law enforcement principles and practices. The work includes the administration and enforcement of all Borough codes and ordinances not administered by the Police Department. This person also assumes the responsibilities of the Deputy Emergency Management Coordinator, Federal Emergency Management Agency (FEMA) Floodplain Administrator and Local Update of Census Addresses (LUCA) Administrator for the United States Census Bureau.

Specific responsibilities include administration, inspection and enforcement in the areas of building codes, plumbing codes, electrical codes, fire prevention codes, health codes, public nuisance ordinances, Zoning Ordinance, Subdivision and Land Development Ordinance, including stormwater, and the Natural Resources Assessment and Protection Ordinance.

The work is performed independently with minimal guidance from the Borough Manager. A high-level of independent judgment, decision-making and implementation is required. Work is performed under the administrative supervision of the Borough Manager.

ESSENTIAL FUNCTIONS OF THE JOB

- Has direct contact with the public.
- Receives all written, telephone and walk-in inquiries, complaints and violation reports with reference to all Borough codes and ordinances, except those administered by the Police Department.
- Receives all applications for zoning, subdivision and land development, home occupation, zoning certificate of compliance, street opening, special weight limit, building, grading, environmental and demolition permits and issues permits, where applicable, when all requirements are met.
- Starts and maintains files for all applications.
- Reviews applications for completeness and compliance with all Borough, State and Federal regulations.
- Calculates, collects and records required fees.

JOB DESCRIPTION/BUILDING-ZONING
SEPTEMBER 2016

- Takes ownership of MS4 activities as they pertain to the areas of responsibility covered by this position.
- Conducts all required field inspections, investigations and surveys necessary to determine compliance.
- Maintains records of all applications received, permits and certificates issued, fees collected, inspections completed, orders and notices issued and files reports as required.
- Forwards requests for appeals, applications requiring exceptions, variances or approvals of conditional use to the appropriate board or commission.
- Orders the correction of violations of Borough ordinances.
- Initiates legal action or proceedings to prevent or correct any use of structures or land in violation of Borough ordinances.
- Testifies in court to code violations and conditions found during an inspection and presents evidence.
- Revokes, by order, any permit issued under mistake of fact or contrary to the law, ordinance or special conditions for approval of a permit.
- Responsible for maintenance of files, maps and other records required to properly administer and enforce ordinances.
- Attends Borough Council meetings as needed.
- Schedules, coordinates and represents the Borough at Planning Commission, Zoning Hearing Board and Environmental Advisory Council meetings.
- Prepares and files quarterly building permit reports for the Commonwealth of Pennsylvania Department of Labor and Industry; monthly United States Department of Commerce Bureau of Census reports; monthly building permit activity reports and interim property assessment requests with Allegheny County Property Assessment Office.
- Prepares and files all other required reports concerning code activities and land use development activities.
- Recommends amendments or revisions to Borough ordinances and codes.
- Provides staff support to Borough Council, boards and commissions.
- Receives and investigates complaints regarding code and ordinance violations and enforces compliance when appropriate.

JOB DESCRIPTION/BUILDING-ZONING
SEPTEMBER 2016

- Assigns and monitors street addresses within the Borough for 911 and emergency services operations.
- Assumes the initiative in submitting recommendations for improving the efficiency of the operation of the Borough as it relates to building and code enforcement.
- Completes other projects as assigned by the Borough Manager.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

- Ability to operate office equipment including, but not limited to, computers, scanners, calculators, printers, copy machines, FAX machines, etc.
- Ability to type proficiently.
- Ability to use Microsoft Outlook, Microsoft Word, Microsoft Excel and asset management software (such as TRAIRS); ability to use PC and tablet.
- Knowledge of municipal budgetary operations.
- Knowledge of inspection and code enforcement methods, practice and principles.
- Knowledge of all Borough codes, ordinances and regulations.
- Knowledge of building construction methods, materials, equipment and techniques.
- Knowledge of State and Federal laws and regulations.
- Ability to develop a good public relations image with the public.
- Ability to analyze and resolve complicated issues in the area of code enforcement.
- Ability to interact in a professional, courteous and effective manner with department heads, developers, contractors, architects, residents, members of the business community, general public, Borough employees, Borough appointed officials and Borough elected officials.
- Ability to accurately and quickly interpret codes and ordinances.
- Ability to express ideas effectively, orally and in writing.
- Ability to conduct inspections and to enforce codes, ordinances and regulations firmly, tactfully and impartially.

JOB DESCRIPTION/BUILDING-ZONING
SEPTEMBER 2016

- Ability to maintain records and prepare written reports and studies.
- Knowledge and abilities typically acquired through the International Code Council certified programs.
- Ability to read and interpret construction plans and specifications.
- Ability to review and understand complex engineering plans and specifications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This position requires that job-related activities be performed both in and outside of the Borough municipal buildings.

Within the municipal buildings, the employee must be able to move freely between the administrative, police, fire and road department buildings.

Work outside of the municipal buildings requires a valid Commonwealth of Pennsylvania motor vehicle operator's license and the ability to operate a variety of Borough vehicles. The employee must travel to and inspect buildings, structures, residences, construction sites, demolition sites, fire-damaged sites, Borough parkland and other environmentally sensitive sites.

While performing the duties of this position, the employee is regularly required to communicate verbally and hear and respond to verbal communication. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The duties of this job require the employee to climb stairs and ladders; climb up and down steep terrain; traverse uneven terrain; traverse terrain covered with snow, ice, mud and water; climb in and out and over ditches and trenches; conduct field inspections in all types of weather; climb into and through confined spaces; walk through weeds and brush, on timbered/cleared/uneven land, construction sites, along watercourses and streambeds, along or on roadways with live traffic and make observations while doing so. This job requires occasional use of safety footwear, hats and vests, eye and ear protection.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The noise level in the work environment is sometimes moderate to high.

MINIMUM EXPERIENCE AND TRAINING

A minimum of 5-years' experience in municipal code enforcement and/or other aspects of community development or engineering.

Four-year college degree with some work in government administration and/or a degree in engineering, architecture or building construction.

A minimum of 5-years' experience in building construction, design, supervision or inspection.

Certification by the Commonwealth of Pennsylvania Department of Labor and Industry as Residential Building Inspector, Residential Mechanical Inspector and Residential Energy Inspector.

Certification by the Commonwealth of Pennsylvania Department of Labor and Industry as a Building Code Official to serve as a Pennsylvania Uniform Construction Code Administrator within one (1) year of appointment.

Required to participate in continuing education sufficient to maintain required certifications, knowledge and skills.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job- related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the knowledge, skills, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

ACKNOWLEDGEMENT

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

JOB INCUMBENT SIGNATURE: _____

DATE: _____