

Directions:

1. Detailed job description and application can be found below.
2. To apply:
 - a. Forward a cover letter, resume and completed application to: admin@macungie.pa.us or to the following address:

Borough Manager
Borough of Macungie
21 Locust Street
Macungie, PA 18062

Borough of Macungie
Job Description

POSITION: Part Time Zoning / Codes Enforcement Officer
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Borough Manager/Secretary

SUMMARY:

Administers and enforces the municipal Zoning and Code Ordinances; does related work as required.

GENERAL STATEMENT OF DUTIES:

The Zoning/Codes Enforcement Officer is responsible for the efficient and effective enforcement of the Borough Zoning Ordinance and other ordinances/regulations adopted by Borough Council. In the capacity of Zoning/Code Enforcement Officer, this employee's prime responsibility is the administration and enforcement of the Borough Zoning Ordinance and other Borough Code ordinances. This assignment calls for independent and evaluative thinking. Work is carried out in accordance with established codes, ordinances and regulations. Responsibilities include visiting locations where violations are suspected, obtaining proof of the violation and identifying the person(s) responsible for the violation.

SUPERVISION:

Employee works independently in the field and makes judgment decisions requiring familiarity with zoning regulations, the Municipalities Planning Code and other Borough codes and regulations, as well as the rules of evidence and the rights of citizens. The work is performed under the general supervision of the Borough Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and interpret borough codes, ordinance and regulations.
2. Ability to read, analyze and interpret government regulations.
3. Ability to effectively present information and respond to questions from colleagues, clients, vendors and the general public.
4. Ability to communicate effectively orally and in writing, including the ability to compose reports and clear yet thorough explanations for correspondence and notices.
5. Ability to analyze, appraise, and organize facts and evidence.
6. Ability to read and interpret plans and blueprints.
7. Ability to testify as a witness, presenting evidence clearly and calmly, and responding calmly and appropriately to intensive cross-questioning.
8. Ability to analyze planning and zoning problems.
9. Ability to operate a motor vehicle and possession of a valid driver's license.
10. Ability to measure areas and distances using appropriate tools and equipment.
11. Ability to plan, organize and carry out complex tasks with limited direction or supervision.
12. Effective interpersonal skills to interact with officials, colleagues and the public, particularly with regard to answering questions and proper disposition of problems.

13. Skills in the use of personal computers.
14. Good physical condition.
15. Valid Driver's License
16. Must be able to attend evening meetings and have flexible working hours.

EDUCATION AND EXPERIENCE:

The ideal candidate must have documented experience including direct experience with municipal codes, ordinances, regulations and reviewing site development and possess a valid PA driver's license.

MAJOR JOB DUTIES AND PROCEDURES:

1. Receives and handles all matters concerning the Borough's ordinances pertaining to zoning, subdivision, planning and general property code enforcement; handles citizen complaints relating to zoning, subdivision, planning and general code ordinances.
2. Issues Zoning Permits.
3. May use resources of the Borough office staff to maintain Zoning Hearing Board's records and decisions; places required legal notices in newspapers; receives and disperses all correspondence of the Board.
4. Prepares all cases cited to appear before the Board; enforces all decisions of the Board.
5. Enforces all Subdivision Regulations developed by the Borough; serves as Secretary to the Zoning Hearing Board; schedules appearances before the Board.
6. Performs related work as required.
7. Act as administrator for the Planning Commission, prepare reports on subdivision and land development applications, prepare agendas and keep track of review time lines.

EXAMPLES OF WORK: (Illustrative Only)

- Meets with individuals, prospective property owners, builders, developers, contractors, realtors, lawyers, engineers, and surveyors to discuss zoning requirements and permit requirements;
- Reviews, processes, and accepts or rejects applications for zoning permits;
- Accepts and reviews appeal applications to be presented to the Zoning Hearing Board;
- Prepares and publishes legal notice of Zoning Hearing Board meetings;
- Inspects properties involved in zoning appeals;
- Makes field checks to determine compliance with order of Zoning Hearing Board;
- Prepares citations for violations of the Zoning Ordinance;
- Reviews and recommends changes in Zoning Ordinance, Subdivision Regulations and other code regulations;
- Reviews subdivision plans to determine compliance with Zoning Ordinance;
- Receives, reviews and processes applications for rezoning;
- Makes field investigations of cases involving alleged zoning violations.

DESCRIPTION OF DUTIES:

1. Meet with individuals, prospective property owners, builders, developers, contractors, realtors, lawyers, engineers, surveyors, to discuss zoning requirements and permit requirements. Review, process and accept or reject applications for zoning permits. Meetings with above persons are usually in Municipal Building, but on occasion meetings will be held on the site or in office of the Borough Engineer or Borough Solicitor. Discuss application with Borough Solicitor and Engineer where required. Above meetings and discussions are either in person or over phone. Preparations of letters and other correspondence relating to above activities.
2. Accept and review appeal applications to be presented to the Zoning Hearing Board. Preparation and publications or legal notice of Zoning Hearing Board. Posting of notices for appeals on the property location that is the subject of Zoning Appeal before the Zoning Hearing Board. Site inspections of properties involved in appeal. Check and frequently prepare accurate mailing list for the Zoning Hearing Board notices that are mailed. Double check mailing list after mailing to insure a high level of notification. Preparation of Zoning Hearing Board memorandum which transmit application, outlining and explaining appeal. Schedule, advertise, administer and attend regular and special meetings of the Zoning Hearing Board. Prepare correspondence relating to Zoning Hearing Board activity. Periodic field check, where required, to check for compliance with order of the Zoning Hearing Board.
3. Preparation of citations / complaints (criminal and civil) for violations of the Zoning Ordinance, code ordinances, and other ordinances of the Borough relating to subdivision, land development and the general health, safety and public welfare. Prosecution of actions before District Magistrate with and without legal counsel.
4. Preparation of monthly reports outlining permit activity, dollar value of construction and permit fees for Borough Council. Yearly reports as outlined above. Preparation of reports on building permit activity as may be required by the County Assessment Office, Lehigh Valley Planning Commission or U. S. Bureau of the Census and Borough Council. Preparation of quarterly DCED reports. (Attached are samples of the required reports.)
5. Process Curative Amendment challenges to the Zoning Ordinance. This includes preparation of reports and recommendations, legal notice advertising, attendance at Zoning Hearing Board, Planning Commission and Borough Council meetings and preparation of correspondence, resolutions or ordinances relating to the Curative Amendment request.
6. Review and recommend changes to Zoning Ordinance and other codes and ordinances of the Borough.
7. Review of subdivision plans to determine compliance with requirements of Zoning Ordinance.
8. Process requests which challenge the constitutional validity of the Zoning Ordinance where the challenge is submitted to the Zoning Hearing Board.

9. Advise property owners, developers, etc., of procedure for submission and review of subdivision and land development plans. Receive, review, process applications for rezoning.
10. Ensures compliance with Borough codes and ordinance and other regulatory agency's requirements.
11. Conducts inspections of sites for the purpose of insuring that they are in compliance with permits issued pursuant to Borough codes and ordinances or site specific requirements.
12. Maintain accurate records of findings and daily activities.
13. Interacts with other regulatory agencies for the purpose of obtaining and maintaining compliance with their jurisdictional requirements.
14. Identify, register and map all nonconforming lots, uses and structures created as a result of amendments to the Borough Zoning Ordinance and with each such case, shall indicate the reasons it was identified as a nonconformity.

EQUIPMENT, INSTRUMENTS AND MACHINES INVOLVED:

Tape Measure
Camera
Motor Vehicle
Computer Terminal/PC/office machines

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- While performing the duties of this job, the employee is required to walk, sit, stand and climb. The employee is required to use hands to finger, handle, feel or operate equipment. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to focus.
- While performing the duties of this job, the employee may be required to walk on uneven or undeveloped land sites. Performing on-site inspections may expose employees to adverse weather conditions depending on the season of the year. Undeveloped job sites may expose the employee to noxious weeds such as poison ivy, poison oak or poison sumac and to insect bites and stings.
- The employee will be using a telephone, computer and other equipment used in an office setting. In addition, the employee will be required to operate a motor vehicle.
- The position requires flexible work hours. The employee will be required to attend various public meetings held during the evening hours and may need to schedule evening and weekend meetings with property owners.

MISCELLANEOUS:

- This is a part-time position.
- This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Approval:

Borough Manager

Council President

Effective Date:

**BOROUGH OF MACUNGIE
JOB ANNOUNCEMENT FORM**

The Borough is currently accepting applications for the following position:

ZONING-CODES ENFORCEMENT OFFICER-PART TIME

If you are interested in applying for this position, please read the following information. If you need assistance with the application process, please notify the receptionist at the front desk of the administrative offices.

1. In order to be considered for employment, you must complete the attached application form. Your application may be rejected if information is incomplete or inaccurate.
2. Before you complete the application form, please review the attached job description to ensure you possess the requisite knowledge, skills and ability, to perform the job for which you are applying. As an equal opportunity employer, the Borough will strive to provide reasonable accommodations for individuals with disabilities who would otherwise meet job requirements.
3. Please sign the application form and return it with a copy of your resume and cover letter to the front desk of the administrative office or to email it to: admin@macungie.pa.us. You will be notified if an interview is requested by the Borough. Due to the many applications received by the Borough, it is not always possible to respond personally to every application received. However, you may call the administrative office of the Borough at any time to inquire about the status of your application.
4. It is the policy of the Borough to accept employment applications only when an opening exists. All applications will be kept on file for two years, or longer if the applicant is hired. Please feel free to contact the Borough at any time if you would like to inquire about other openings or complete another application.
5. Offers of employment are conditional on successful completion of a drug test and a background check to ensure the candidate possesses the knowledge, skills and abilities to successfully meet job requirements.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Borough of Macungie provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran, in accordance with state and federal laws.

**BOROUGH OF MACUNGIE
APPLICATION FOR EMPLOYMENT
An equal opportunity employer**

LAST NAME	FIRST	MIDDLE INITIAL
PRESENT ADDRESS (STREET, CITY, STATE, ZIP)		
TELEPHONE NUMBER (DAY) (EVENING)		
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
PLEASE CHECK PREFERRED STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> No Preference <input type="checkbox"/> Other :		
DATE AVAILABLE TO START:		
Are you over the age of 18? <input type="checkbox"/> yes <input type="checkbox"/> no If <u>no</u> , state your age:		
Are you willing to work overtime, if necessary? <input type="checkbox"/> yes <input type="checkbox"/> no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> no		
Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:		
<i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i>		
During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? <input type="checkbox"/> yes <input type="checkbox"/> no		
Do you have the legal right to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		
RECORD OF EDUCATION (LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)		
High School	Location	
College	Course of Study	Degree Received Date Received
Other Education		

RECORD OF PREVIOUS EMPLOYMENT (Use additional page if necessary)
(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? YES NO

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

APPLICATION FOR EMPLOYMENT

Computer operation: yes no
 Word processing: yes no
 Spreadsheet: yes no
 Publisher yes no
 Provide example of work projects performed on computer which demonstrates skills:

If you are applying for a Public Works position, indicate:
 Do you possess a Commercial Driver’s License (CDL)? yes no
 State: Operator’s number: Expiration Date:
 Has your Driver’s License been suspended or revoked in the last 5 years? yes no
 If yes, please explain:
 Please indicate most recent moving violation:
 Date:
 Violation:
 State of incident:

List specialized training courses or on-the-job training you have received :

What type?	Who provided training?	Dates of training?	Location?

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

 (Applicant’s Signature)

 (Date)

RECORD OF PREVIOUS EMPLOYMENT (Additional Page)

Name

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
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Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
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