

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](mailto:admin@macungie.pa.us) or to the following address:

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

## **JOB DESCRIPTION**

### **Code Enforcement/Zoning Officer-Full Time**

#### **Macungie Borough, Lehigh County, Pennsylvania**

##### **Job description**

##### **Description:**

The Code Enforcement Officer performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations relating to zoning, land use, building codes, health and safety, blight, and other matters of public concern; as well as serves as a resource and provides information on Borough regulations to property owners, residents, and businesses.

##### **Summary:**

This position ensures compliance with code and zoning-related ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles, and other related duties. Responsibilities include the administration of the Borough of Macungie Code of Ordinances, the Pennsylvania Uniform Construction Code (PA UCC) as amended, the International Building Model Codes (ex. IBC, IPC, IMC IEC, and Energy Code, and International Residential Code (IRC). This position performs various field inspections including for projects, violations, investigation of complaints and issues enforcement notices, notice of violations, attends hearings and/or meetings, as deemed necessary. Position reports to the Borough Manager.

##### **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 workload 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, the 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.

##### **Required Knowledge, Skills, and Abilities:**

Ability to read, analyze, and interpret maps, site plans, and 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, PowerPoint and GIS software.

##### **Minimum Qualifications:**

Must be a Certified Building Code Official as outlined by the UCC. 3-5 years of active and documented experience including direct experience with municipal codes, ordinances, regulations and reviewing site development. Must have experience creating official correspondence, notices and related documents. Must possess a valid PA driver's license.

Job Types: Full-time

Expected hours: 40 hours per week

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

**BOROUGH OF MACUNGIE  
JOB ANNOUNCEMENT FORM**

**The Borough is currently accepting applications for the following position:**

**CODE ENFORCEMENT/ZONING OFFICER-FULL 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) <span style="float: right;">(EVENING)</span>		
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		
<b>RECORD OF EDUCATION</b> (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	
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**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 (       )		

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