

ZONING/CODE ENFORCEMENT OFFICER
Dover Borough

JOB SUMMARY:

- 1 Reviews all building permit applications to determine zoning compliance. If compliant with Borough Zoning Ordinance, officer will issue building permit, along with applicable permit fee. If application does not comply with Borough Zoning Ordinance, zoning officer will require applicant to complete application for zoning hearing, along with applicable fee.
- 2 Record and file all applications for zoning permits, together with accompanying plans and documents.
- 3 Coordinates building permit applications with Commonwealth Code officials.
- 4 If the Zoning Hearing Board holds a public meeting on any application, the zoning officer shall conspicuously post a notice of said hearing on the affected property.
- 5 Makes inspections/reports on Ordinance violations; send letters citing Ordinance violations; follow-up and prosecute when necessary.
- 6 Keep Borough Council informed of zoning and code enforcement activities and issues on a monthly basis; provide written report of all zoning and code violations to Council at monthly meeting, include a description of violation and the residential address.
- 7 Attend and participate in Borough Planning Commission meetings and Zoning Hearing Board meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1 Thorough knowledge of Borough policies, procedures and the zoning ordinance.
- 2 Knowledge of code enforcement and related investigation practices and procedures.
- 3 Ability to acquire considerable knowledge of Borough Ordinances pertaining to building permits, weed control, snow removal, abandoned vehicles, etc.
- 4 Ability to enforce codes, ordinances and regulations firmly, consistently, tactfully and impartially.
- 5 Ability to maintain accurate records.
- 6 Ability to develop and maintain effective working relations for associates, officials and general public.

COMPENSATION:

The compensation for the zoning officer will be determined by the Borough Council.