

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY  
JOB DESCRIPTION FOR ZONING OFFICER/CODE ENFORCEMENT OFFICER

**Position:** Zoning Officer/Code Enforcement Officer

**Position Requirements:** To monitor all zoning/building development activity in the Township and to ensure that the appropriate permits were issued for work performed. ‘

**Position Classification:** Non-Exempt; Hourly; Full-Time; Non-Union (At-Will)

**Direct Reports To:** Township Manager

**Supervisory Responsibility:** None

**Position Responsibilities:**

- To conduct periodic inspections throughout the jurisdiction of Plainfield Township for possible zoning and local code/ordinance violations. To conduct enforcement activities through various prescribed remedies when violations are noted.
- To submit accurate written and/or electronic monthly, quarterly and annual reports for the purpose of filing information with the United States Census Bureau, the Commonwealth of Pennsylvania Department of Community and Economic Development and to keep the Board of Supervisors and Township Manager informed about development occurring or proposed to be occurring within the jurisdiction of Plainfield Township.
- To submit copies of issued zoning permits, building permits and certificate of occupancies to the Northampton County Assessment Office, the Township Tax Collection agencies (Elected Tax Collector, Earned Income Tax Collector), and any other agencies, as required.
- On a daily basis, review all zoning and/or building permit applications that are submitted to the Plainfield Township Municipal Office to determine if they are in compliance with all Plainfield Township codes and ordinances. Said review must occur prior to the issuance of a permit. To adhere to the applicable timeframes to respond to all application submittals provided for by the applicable Plainfield Township codes and ordinances or statutes of the Commonwealth of Pennsylvania.
- To conduct any necessary on-site inspections (whether initial, ongoing, or final) as required in order to determine compliance with all Plainfield Township codes and ordinances and for the purpose of issuing/denying permits.
- To issue permits authorizing construction or occupancy on a timely basis if applications are determined to be satisfactory and in conformance with all Plainfield Township codes and ordinances.

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- To issue denial letters, in a timely manner within the timeframes provided for by the applicable Plainfield Township codes and ordinances or statutes of the Commonwealth, if applications are determined to be incomplete and/or unsatisfactory.
- To render all decisions on submitted permit applications in conformance with all applicable Plainfield Township codes and ordinances, without any consultation with the members of the Board of Supervisors, Planning Commission members or Zoning Hearing Board members.
- To consult with the Plainfield Township Solicitor, Township Manager and/or Township Engineer if any ordinance clarifications are needed with respect to applications. To consult with these identified Township officials only if determined to be absolutely necessary (i.e. the responsibilities of the position should be primarily performed by the individual appointed to the Zoning Officer/Code Enforcement Officer with minimal assistance).
- Prepares for and attends meetings of various authorities, boards, commissions, and associations; makes public presentations as needed.
- Prepares and submits formal written recommendation letters on all pending applications before the Plainfield Township Planning Commission, including but not limited to pending Sketch Plans, Site Plans, Special Exception Use Permit applications, Subdivisions, and Land Developments.
- On a regular/periodic basis and at the discretion of the Zoning Officer and in accordance with a schedule that is pre-approved by the Township Manager, to travel a portion of Township roads policing Plainfield Township for violations of any ordinances or codes, including but not limited to Plainfield Township's Zoning Ordinance, Plainfield Township's Subdivision and Land Development Ordinance, Plainfield Township's Stormwater Management Ordinance, Plainfield Township's Driveway Ordinance, and all other codes and ordinances adopted by Plainfield Township. If any violations are discovered, to take appropriate legal measures, including but not limited to issuance of warning notices and filing of enforcement actions before the appropriate Magisterial District Judge to rectify the violations. To issue citations to persons found in violation of Township ordinances or codes.
- Responds to phone calls, e-mails, and walk-in clients to answer questions relating to zoning and local ordinances/codes.
- To appear before the Magisterial District Judge on behalf of the Township to prosecute all actions filed as a result of ordinance or code violations.
- To maintain appropriate and comprehensive files and records, including applications for permits, permits issued, certificates of occupancy issued, inspections made, reports rendered, and notices of orders and citations issued.

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- To prepare legal advertisements as required by law for various meetings, hearings and ordinances.
- Responsible for the proper posting of signs and notices in connection with planning and zoning matters.
- To respond to citizen complaints regarding violations of ordinances and codes.
- To conduct investigations regarding zoning complaints; conduct interviews; collect photographs and research suspected violations; prepare violation letters; file civil complaints with the Magisterial District Judge.
- To identify and register non-conforming uses and properties.
- To perform follow-up investigations to confirm that corrective remedial actions have been taken.
- To take photographs of violations for the purpose of evidence and identification.
- To prepare case records, including history, facts, photos and other information needed and/or requested by the Township Solicitor for prosecution or ordinance and code violations.
- To testify in Court as required.
- To maintain a satisfactory relationship with the public, residents, applicants, Supervisors and other Township employees.
- Performs all duties safely and consistent with the adopted *Plainfield Township Personnel Manual*, as amended.
- To perform any and all administrative/clerical tasks related to the Zoning Officer/Code Enforcement position as necessary in order to adequately complete all required responsibilities of the position.
- To perform other duties as assigned by the Township Manager or Board of Supervisors.
- To perform any other duties as required.

***Work Location, Works Hours and Social Environment:***

- The Zoning Officer/Code Enforcement Officer position is primarily situated at the Plainfield Township Municipal Building in an office environment. Travel in or around the local vicinity is required on a regular basis as per the administrative needs of the Township. The Zoning Officer may be required to travel for training outside of the local area on a limited basis at the discretion

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of the Township Manager. For those rare instances, the procedures for reimbursement of travel expenses are contained within the *Plainfield Township Personnel Manual*.

- Standard working hours are from 8:00 AM to 4:30 PM, Monday through Friday. As noted elsewhere, this position requires the mandatory attendance of agency meetings which are scheduled in the evening outside of normal working hours.
- The current administrative structure of the Township will require the Zoning Officer/Code Enforcement Officer to interact with the Township Manager, other office personnel, residents, business owners, developers, current vendors, potential vendors, potential and current subdivision/land development applicants and employees/officers of the Slate Belt Regional Police Department on a semi-daily or daily basis.

***Conditions of Employment:***

- Ability to understand and adhere to **all** provisions contained within the *Plainfield Township Personnel Manual* as adopted/amended. All new hires and current employees are required to sign off on their acceptance and understanding of the provisions contained within the *Plainfield Township Personnel Manual*, as amended/adopted, as a condition of employment.
- Any employee whose work duties and responsibilities require the skills necessary to operate a Plainfield Township vehicle must hold a valid Pennsylvania State Driver's License. As a condition of new employment, all employees who are assigned work which entails the operation of a Plainfield Township vehicle will be required to submit to a Pennsylvania Department of Transportation (PennDOT) records check. A report received by the Township indicating that a license has been suspended or revoked may be cause to deny, suspend or terminate employment.
- This position is subject to the annual filing requirements of the Commonwealth of Pennsylvania Public Official and Employee Ethics Act (§ 1104. **Statement of financial interests required to be filed**).
- The Zoning Officer/Code Enforcement Officer shall take an Oath of Office pursuant to the requirements of the Second Class Township Code prior to performing the duties of the office.

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

- Knowledge of Township codes and ordinances, and all state laws dealing with building, zoning, agriculture and development.
- Knowledge of general law enforcement procedures and practices.
- Must possess a thorough knowledge of planning and zoning principles, policies, practices, and processes.

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- Ability to detect code and ordinance violations.
- Ability to prepare regular and special reports.
- Ability to maintain hard copy records and files.
- Ability to perform mathematical calculations.
- Ability to understand/accurately interpret and knowledge of architectural and engineering drawings, including but not limited to Sketch Plans, Grading Plans, Site Plans, Subdivision Plans, and Land Development Plans.
- Ability to enforce pertinent and complex codes, ordinances, laws and regulations pertaining to zoning, nuisance, maintenance, noise, building, health, safety and welfare with impartiality and efficiency.
- Ability to understand legal descriptions and boundary maps of real property.
- Ability to analyze and compile technical information on ordinance and code investigations and violations.
- Ability to prepare cases for prosecution and to testify in Court.
- Ability to serve as the appointed Floodplain Administrator for Plainfield Township.
- Ability to serve as the Driveway Administrator for Plainfield Township.
- Skill in communicating effectively orally and in writing.
- Skill in solving problems with irate persons.
- Skill in using general office equipment such as a multi-function scanner/copier.
- Skill in taking photographs.
- Skill in time management, work organization and adhering to established deadlines for completion of work.
- Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

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- The ability to learn and utilize specific and proprietary software for the issuing of zoning/building permits and the maintenance of digitized property file records in Plainfield Township.
- Ability to use and knowledge of ESRI/ArcGIS (or similar) mapping software products.
- Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors and the public.
- Ability to read and write at a college level.
- Ability to use hands to finger, handle, feel or operate equipment and tools in various weather conditions.
- Ability and willingness to work in potentially adverse weather conditions.
- Ability and willingness to work in areas that may expose employee to noxious weeds like poison ivy, poison sumac, poison oak and to insect bites and stings.
- Ability to walk, sit, stoop, stand and climb in a variety of conditions including cramped conditions and uneven or undeveloped land sites.
- Ability to focus visually on objects at close range, to see colors accurately and with proper depth perception.
- Ability to operate an automobile.
- Working knowledge of Municipal Government.
- Strong interpersonal skills.
- Working knowledge of the Internet and electronic communication.
- Ability to learn, accurately interpret and apply a variety of laws, ordinances, rules, regulations, statutes, requirements and procedures applicable to Township business, including but not limited to the Plainfield Township Zoning Ordinance, the Plainfield Township Subdivision and Land Development Ordinance, all other local Plainfield Township ordinances, the Commonwealth of Pennsylvania Municipalities Planning Code, the Commonwealth of Pennsylvania Agricultural Security Law, Commonwealth of Pennsylvania Clean and Green Laws (Act 319 and Act 515), the Commonwealth of Pennsylvania Farmland Preservation Program and the Commonwealth of Pennsylvania Clean Streams Law.
- Ability to understand and carry out written and oral instructions.

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- Ability to work with minimal supervision.
- Performing mathematical computations of the time required for public notices or other legal procedures affecting municipalities in accordance with the Statutory Construction Act, the Municipalities Planning Code, or other relevant statute.
- Ability to consistently attend meetings which are scheduled in the evenings outside of normal work hours, including meetings held by the Board of Supervisors, Zoning Hearing Board, Planning Commission and Environmental Advisory Council, as determined to be necessary.
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public.
- Ability to render recommendations to the Township Manager on development trends in the Township and recommendations for suggested revisions to the Plainfield Township Zoning Ordinance, as determined to be necessary.
- Attendance and satisfactory completion of all training as determined to be necessary/required by the Township Manager.

***Education/Training and Experience or Ability to Learn:***

- To have received an education level of high school degree or equivalent.
- Former or current employment in related field of public administration or planning.
- Minimum of two (2) years of experience in local government zoning, planning and/or code enforcement.
- To complete a minimum of six (6) hours of approved Code Enforcement Officer training classes, as offered by the Pennsylvania State Association of Township Supervisors, the Local Government Academy, the Pennsylvania Municipal League, or equivalent that is pre-approved by the Township Manager, within one (1) year of the start of employment in the position of Zoning Officer/Code Enforcement Officer.
- To complete any and all training required to assume the responsibilities of the Floodplain Administrator position for Plainfield Township.
- To possess a “Certified Zoning Officer” certification from the Pennsylvania Association of Zoning Officials and maintain certification through the entire duration of employment period; alternatively, obtain “Certified Zoning Officer” certification from the Pennsylvania Association of Zoning Officials within eighteen (18) months from the start of employment in the position of Zoning Officer/Code Enforcement Officer.

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***Physical Conditions:***

*Physical Ability:* Tasks require the ability to exert medium-level physical effort in performing sedentary to moderate work. Some of these tasks may involve lifting, carrying, pushing and/or pulling of objects and materials of weight, which could range from approximately fifteen (15) to thirty-five (35) pounds. Tasks may involve the need to climb steps. Tasks may involve the need to traverse on foot. Tasks may involve bending and/or crawling for short distances in cramped areas.

*Sensory Requirements:* Most tasks require visual perception and discrimination. Most tasks require oral communications ability.

*Environmental Factors:* Tasks at times are performed with exposure to environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, insects, noxious weeds and noise.

***Performance Aptitudes:***

- *Data Utilization:* Requires the ability to evaluate, audit, deduce, and/or access data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
- *Human Interactions:* Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such interactions within established policies, procedures and standards.
- *Equipment, Machinery, Tools, and Materials Utilization:* Requires minimal ability to operate equipment machinery, tools, and/or materials used in performing essential functions.
- *Verbal Aptitude:* Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data and information.
- *Mathematical Aptitude:* Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals, percentages and areas; requires the ability to understand geometrical shapes/formulas and to perform geometrical calculations.
- *Proof of Identity:* Plainfield Township is required to verify that each newly hired employee can be legally employed in the United States. Documentation is required from the employee which establishes and verifies both identity as well as legal employment eligibility.
- *Motor Vehicle Record Check:* Each prospective employee will have their motor vehicle record (MVR) reviewed by management initially at hire and annually thereafter. All employees shall provide written consent and/or authorization, upon request, to the Township to complete a background check on a form prescribed by the Township. Prior to employment, a prospective



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employee must give consent to the Township to perform a criminal background check through the Pennsylvania State Police.

- *Pre-Employment Drug Screen:* Prospective employees who have been extended a conditional offer of employment for the Zoning Officer/Code Enforcement Officer position by the Board of Supervisors are required to successfully pass a pre-employment drug test screen. Prospective employees will be provided with both the proper form and the location of the screening.

***Probationary Period:***

As per the provisions of the adopted/amended *Plainfield Township Personnel Manual*, the probationary period of the Zoning Officer/Code Enforcement Officer position is set at one hundred eighty (180) days.

***Equal Opportunity Employer:***

Plainfield Township is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the Pennsylvania Human Relations Act. In the administration of this policy, the Township does not discriminate on the basis of race, creed, sex, color, religion, national origin, ancestry, age, marital or political status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law.