

Camp Hill Borough Code Enforcement/Zoning Officer

General description:

The Code Enforcement/Zoning Officer is a salaried, exempt employee who oversees all building and zoning activity in the Borough. The Code Enforcement/Zoning Officer serves as the Building Code Official (BCO) and the Zoning Officer. The Code Enforcement/Zoning Officer receives and investigates all complaints relating to building, zoning, property maintenance, fire safety, and restaurant permits. This is a supervisory employee who provides support to the Zoning Hearing Board, the Planning Commission, and the Emergency Management Committee.

Summary of Essential Duties and Responsibilities:

- Serves as Building Code Official (BCO). Maintains certification through ongoing training. Manages Uniform Construction Code (UCC) building permit program. Receives and processes all UCC building permits and requests for information.
- Serves as Zoning Officer. Receives, reviews, and processes all zoning and sign permits.
- Receives, investigates, and enforces all property-related complaints, based on compliance with UCC, Property Maintenance, Fire, and Zoning Codes.
- Oversees restaurant permit program. Coordinates food safety complaints with Pennsylvania Department of Agriculture.
- Oversees Assistant Code Enforcement Officer. Acts as department head and provides training and leadership to other staff members.
- Monitors and manages vacant and or condemned homes throughout the Borough and maintains Fight Blight enforcement. Posts properties for unsafe conditions.
- Reviews and manages and issues shade tree permits, as directed by Shade Tree Commission.
- Maintains paper and digital records of property-related documents. Oversees digital scanning process.
- Attends and prepares materials for Zoning Hearing Board hearings.
- Assists with development and updating of Emergency Operations Plan. Responds to emergency incidents throughout the Borough as needed.
- Coordinates rental registration program. Issues permits to rental property owners.
- Attends Council meetings monthly. Attends Public Safety Committee, Planning and Zoning Committee, Shade Tree Commission, and Planning Commission meetings as needed.
- Performs other job-related duties as assigned.

Education/Skill Requirements:

High School diploma or the equivalent. Building Code Official certification or ability to complete training immediately after hiring. Valid Pennsylvania Driver's License.

Ability to work independently and resolve conflicts essential. Experience in building, code enforcement, zoning, and plan review preferred.

Compensation and Benefits:

Salary is commensurate with experience and qualifications. Competitive benefits, including pension, healthcare, dental and vision coverage plus vacation, personal and sick days.

Application deadline:

December 27, 2021

Application requirements:

Submit resume and cover letter via mail to Camp Hill Borough, 2145 Walnut Street, Camp Hill, PA 17011 to the attention of Sara Gibson, Borough Manager, or by email at sgibson@camphillborough.com. No phone inquiries will be accepted.