Zoning & Building Code Officer

General Purpose

This position is responsible for the administration and enforcement of the Borough’s land development ordinances, including without limitation the Borough’s Zoning Ordinance, Subdivision and Land Development Ordinance, and Historical and Architectural Review Ordinance, and the Borough’s Building Code. This position will also be responsible for assisting with the management of the day-to-day tasks required to coordinate the Borough’s Historical Architectural Review Board, Planning Commission, Zoning Hearing Board, and Environmental Advisory Council activities, including preparing agendas, minutes, and general correspondence, serving as a liaison between the Borough’s elected and appointed officials, staff, residents, and planning and engineering professionals, and reviewing and processing all land development and building code applications and requests. This is a community contact position requiring frequent verbal and written communication with residents and resident representatives. This position will report to, and be directly supervised by, the Borough Manager.

Essential Job Functions

Land Use Administration

- Confer with and answer inquiries from, and provide guidance to, the general public, applicants, and applicant representatives, including architects, contractors, and real estate agents, regarding the Borough’s land use ordinances.
- Review, analyze, and process all land use-related applications and associated plans, including applications for Zoning Permits, Variances, and Certificates of Appropriateness.
- Prepare land development permit and approval review letters, annotating necessary revisions required to ensure compliance with all applicable Borough land use ordinances.
- Schedule, manage, and perform necessary project and site inspections, based on approved plans, to ensure compliance with the Borough’s land use ordinances and associated approvals. Document findings, prepare reports, and maintain records of inspections.
- Perform investigations, as necessary, to ensure and/or determine compliance with Borough land use ordinances and associated approvals, and issue notices of violations and/or cease and desist orders for noncompliance. Document findings, prepare reports, and maintain records of investigations.
- Attend and testify at public hearings regarding notices of violations and/or cease and desist orders issued pursuant to the Borough’s land use ordinances.
- Prepare and submit monthly reports to the Borough Manager related to receipt, processing, and outcome of applications, inspections, and enforcement actions initiated pursuant to the Borough’s land use ordinance.
- Perform other related work as required and/or requested by the Borough Manager.
Building Code Administration

- Confer with and answer inquiries from, and provide guidance to, the general public, applicants, and applicant representatives, including architects, contractors, and real estate agents, regarding the Borough’s Building Code.
- Review, analyze, and process all building permit applications and associated plans.
- Prepare building permit and approval review letters, annotating necessary revisions required to ensure compliance with the Borough’s Building Code.
- Coordinate and lead pre-construction meetings with applicants, applicants' professional team/representatives, the Borough Manager, and the Borough’s planning and engineering professionals.
- Schedule, manage, and perform necessary project and site inspections, based on approved plans, to ensure compliance with the Borough’s Building Code and associated approvals. Document findings, prepare reports, and maintain records of inspections.
- Perform site investigations, as necessary, to ensure and/or determine compliance with the Borough’s Building Code and associated approvals, and issue stop work orders, notices of violations, and/or orders to show cause/vacate for noncompliance. Document findings, prepare reports, and maintain records of investigations.
- Attend and testify at public hearings conducted by the Borough’s UCC Board of Appeals.
- Prepare and submit monthly reports to the Borough Manager related to receipt, processing, and outcome of applications, inspections, and enforcement actions initiated pursuant to the Borough’s Building Code.
- Serve as a voting member on, and participate in all meetings of, the Borough’s Historic Architectural Review Board (HARB), which has general oversight over the siting, access, and design of projects in the Borough. Membership on HARB requires attendance at a minimum of two (2) monthly meetings, one of which occurs in the evening, with additional meeting attendance as deemed necessary by the Borough Manager.
- Perform other related work as required and/or requested by the Borough Manager.

Qualifications

Applicant must have the following certifications, abilities, knowledge, and/or experiences:

- Must possess and maintain UCC Certifications (10 – Residential Building Inspector; 24 – Building Plans Examiner; 29 – Building Code Official) an Associate’s Degree or higher in land use or urban planning, construction management, architectural design, public administration, civil engineering, or a related field is a plus.
- Knowledge and understanding of the Pennsylvania Municipalities Planning Code, the Pennsylvania Construction Code Act, and the Pennsylvania Uniform Construction Code.
- At least three (3) years of experience interpreting, applying, and administering Pennsylvania municipal land use ordinances and the UCC/building codes.
- At least three (3) years of experience reading and interpreting site, development, landscaping, and building plans in order to confirm compliance with applicable land use ordinances and the UCC/building codes.
At least three (3) years of experience conducting property inspections and investigations to confirm compliance with municipal land use ordinances, the UCC/building codes, and municipal approvals.

At least three (3) years of experience enforcing municipal land use ordinances and the UCC/building codes, including experience issuing notices of violations/cease and desist orders, stop work orders, and orders to show cause/vacate.

Ability to establish and maintain a positive, professional, collaborative, and effective working relationship with members of the public, applicants, applicant representatives, co-workers, elected and appointed officials, and the Borough's professional consultants.

Knowledge of, and proficient in using, Microsoft Office and DropBox or similar on-line resources to support land use and building administrative and data-management functions.

Excellent interpersonal, verbal, and written communications skills as well as document management experience.

Must possess and maintain a valid Pennsylvania Driver’s License and have reliable transportation to conduct Borough business during work hours.

Commitment to maintain and wear proper safety attire during field inspections.

Ability to perform duties while walking extensively indoors and outdoors, over hard, rough, slippery terrain, on construction sites with various equipment, materials, and debris.

Ability to crouch, crawl, kneel, stretch, and generally navigate tight spaces to inspect construction sites.

Compensation will range from $50,000 to $60,000 annually, commensurate with experience, plus benefits.

Please submit cover letter, resume, three professional references, and salary requirements to Sewickley Heights Borough, Attention: Borough Manager, 238 Country Club Road, Sewickley, PA 15143-9402. Applications will be accepted on an on-going basis until the position is filled. Email applications also will be accepted at nbriggs@sewickleyheightsboro.com. The Borough of Sewickley Heights is an Equal Opportunity Employer.

Nathan A. Briggs, Manager/Secretary
Borough of Sewickley Heights