POSITION TITLE: Building Permit Manager / Zoning Officer

DEPARTMENT: Department of Planning & Engineering

REPORTS TO: Director of Planning & Engineering

CLASS / RATE OF PAY: Annual $65,000 - $75,000

HOURS: 40 Hours per week; 8:00 am to 4:30 pm

FLSA STATUS: Exempt, salary

SUMMARY OF JOB DUTIES:

Responsible for the overall administration and enforcement of the PA State Uniform Construction Code, International Property Maintenance Code, and other codes as adopted by the Borough of Hanover. Serves as Borough Zoning Officer and implements Zoning Ordinance. All work is performed under the general direction of the Director of Engineering and Planning and may require supervision of a Code Compliance & Enforcement Officer and/or independent contractors for the provision of building plan reviews and inspections under the PA Uniform Construction Code.

ESSENTIAL FUNCTIONS:

• Develops refinements to and maintains the Borough’s online iWorQ® permits and codes platform, serving as the central point of contact for questions, support with vendor and implementation of upgrades and service contract matters.

• Coordinates and collaborates with the Hanover Borough Fire Chief to undertake and administer life / fire safety inspections.

• Manage and support Vacant Property Registry Ordinance, rental housing registration, and Inspection program (as applicable), etc.

• Serves as Borough Zoning Officer; attends and presents at Zoning Board Hearings; receives and process all zoning permit applications; investigates all zoning complaints, reviews, processes, and signs all sign permits; enforces Zoning Ordinance; conducts all required inspections; provides zoning information to public; maintains ongoing list of Zoning Ordinance issues and recommends updates to the Zoning Ordinance annually.

• Periodically suggest improvements to ordinances and codes to maintain effective and efficient code and building enforcement services.

• Manages Borough’s Building Permit program; receives and processes all building permit applications; monitors and manages the retained services contract for residential and commercial inspections / plan review services. Provides information to the public on the Borough’s building permits and inspection program; investigates and enforces building permit complaints; conducts enforcement activities in compliance with all state and local laws, regulations, and rules.
- Develops, with the Codes Compliance & Enforcement Officer, an effective, systematic, and scheduled Borough-wide program for the enforcement of the International Property Maintenance Code and for the rental housing registration (and inspection) program, with an emphasis on vacant properties and blighted neighborhoods; supervises Codes Compliance / Enforcement Officer insuring legally based enforcement practices; recommends policies to improve the quality of life in the Borough. Provides public information regarding property maintenance. Responds to property maintenance complaints and issues as required, supplementing efforts of the Codes Compliance & Enforcement Officer.

- Develops and maintains systematic and extensive paper and digital departmental records and archives program with support of Administrative Assistant.

- Convenes inter-departmental Borough Codes Team at least monthly to review problem properties, develop strategies to address and facilitate planned projects requiring inter-disciplinary review.

- Conducts inspections and field assessments as required and as may be requested periodically by the Director.

- Assists (as needed) with the processing of Subdivision and Land Development Proposals as may be submitted to the Borough for approval, supporting the Director and the Administrative Assistant.

- Undertakes similar or related duties as requested by the Director.

QUALIFICATIONS:

Education: High School diploma or GED; Degree or coursework in engineering or related field desired.
Experience: Five to ten (5-10) years of experience in all aspects of local code enforcement, serving as a municipal Zoning officer, certified Building Codes Official, or related position; Building construction experience; Geographic Information Systems (GIS) experience - managing and/or using ArcGIS online and mobile tools in the performance of duties; Cloud-based permit and enforcement solutions – competency and working knowledge, including direct experience, with such online applications preferred, use and familiarity with iWorQ® solutions strongly preferred.
Substitutions: Any equivalent combination of education and experience
License/Certifications: Valid state issued driver’s license required, PA Building Code Official certification preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

In-depth knowledge of building construction and materials used in compliance to the PA State Uniform Construction Code, Fire Code, local building ordinances, zoning ordinances and other relevant local, state, and federal statutes, rules, and regulations. Working knowledge of the Municipalities Planning Code, Rules of Criminal Procedure, International Property Maintenance Code, and applicable sections of the PA Borough Code. Computer skills, ability to maintain digital and paper records and filing system, detail oriented, understanding of municipal government services, able to communicate technical information verbally and in writing knowledgably and patiently to the public, working knowledge of the full scope of departmental activities and policies, ability to work effectively to meet deadlines. Ability to work independently and cooperatively as part of a team.
PHYSICAL REQUIREMENTS:

Position requires frequent light to moderate physical effort while performing inspections; must be able to access to all areas and levels of an inspection site and may be required to spend several hours walking and standing; may require incumbent to climb, balance, crouch, kneel and bend; occasionally required to lift 30 pounds. Requires close vision, distance vision, color vision, depth perception and the ability to adjust focus. Must be able to use hands to feel and handle objects and tools. Frequently required to sit, talk, and hear.

TO APPLY:

Please submit an employment application to the attention of the Human Resources Manager at the municipal building located at 44 Frederick St. Hanover, PA 17331. Applications are available on the Borough’s website at www.hanoverboroughpa.gov.