



## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### JOB DESCRIPTION

**Title: Zoning Enforcement Officer**

**Department: LICENSES INSPECTIONS AND PERMITS (LIPS)**

**Supervisor: Director, LIPS**

**Date: August 13, 2020**

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**POSITION SUMMARY:** This is an administrative and technical position relating to required inspections and enforcement of City of Scranton Zoning Codes and Ordinances.

#### **ESSENTIAL FUNCTIONS**

- Serves as the City of Scranton Zoning Enforcement Officer.
- Examines building permits and development plans for conformity to municipal codes, application requirements and use permits.
- Reviews and approves or issues Zoning, Use, Sign, and other permits as required.
- Performs initial, on-going, and final inspections of plans and property for conformity to Zoning and other development ordinance requirements.
- Advises contractors and public on the proper processes and practices for compliance with City of Scranton ordinances.
- Consults with the Director, LIPS, City Engineer and City Planner for complaints regarding violations of City of Scranton.
- Prepares and presents testimony for court cases.
- Attends all regular meetings of the Zoning Hearing Board, and other meetings when directed to do so.
- Responsible for the proper posting of signs and notices in connection with planning and zoning matters.
- Identify and register non-conforming uses and properties.
- Receives and investigate complaints concerning zoning, property maintenance and other City of Scranton Ordinances.
- Contact property owner and discuss violations and issue citations for violations, when necessary.
- Assists in the administration of Flood Plain and Rental Registration regulations.
- Maintains comprehensive records of applications for permits, permits issued, certificates issued, inspections made, reports rendered, and notices of orders and citations issued.
- Performs other such work as assigned or required.
- Ability to identify problems in the field and recommend solutions.



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### POSITION REQUIREMENTS

- (1) The person shall demonstrate a working knowledge of zoning.
- (2) The person shall have one of the following combinations of education and experience:
  - (a) A high school diploma or equivalent and a minimum of four years' responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances;
  - (b) A high school diploma or equivalent and two additional years of continuing education, such as an associate degree (such continuing education preferably should be in a field such as law enforcement, community planning and/or public administration) and a minimum of two years' responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances; or
  - (c) A college or university bachelor's degree in a field related to zoning (such as law enforcement, community planning and/or government administration) and a minimum of eight months' responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances.
- (3) The person shall be familiar with constitutional issues concerning search and seizure and with the process of filing actions with the District Justice.
- (4) The person shall exhibit an ability to thoroughly evaluate site plans and building plans.
- (5) The person shall demonstrate excellent oral and written communication skills.
- (6) The person shall be familiar with the Pennsylvania Municipalities Planning Code.
- (7) Must possess and maintain a valid Pennsylvania Driver's License.
- (8) Be willing and able to use personal vehicle to accomplish any and all job functions.

### GENERAL KNOWLEDGE/ABILITIES

- (1) Able to speak and read the English language; has the ability to understand and follow both written and verbal directions.
- (2) Must be able to function independently, have personal integrity, flexibility and the ability to work effectively with the general public and fellow employees.
- (3) Ability to understand and interpret the Planning, Zoning, Storm water, Flood Plain, Property Maintenance and other ordinances and to use good judgment in the application of same to proposed development.
- (4) Ability to establish and maintain effective working relationship with individuals affected by plan reviews, site inspections, and enforcement activities, and to exercise good judgment, courtesy, and tact in serving the public.
- (5) Ability to maintain an effective working relationship with associates and elected officials.
- (6) Experience in operating computers applicable to general office operations (ie, Microsoft Office)



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### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors