DEPARTMENT OF HUMAN RESOURCES
City Hall | 340 North Washington Avenue | Scranton, PA 18503 |570.348.4246

# ZONING ENFORCEMENT OFFICER

## Department of Licensing, Inspections and Permits

## GENERAL DESCRIPTION

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

## DUTIES AND RESPONSIBILITIES

- 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 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.
- Consults with the Director, LIPS, City Engineer and City Planner for complaints regarding violations of the City of Scranton.
- Prepares and presents testimony for court cases.
- Attends all regular meetings of the Zoning Hearing Board, and other meetings when directed.
- Responsible for the proper posting of signs and notices and connection with planning and zoning matters.
- Identify and register non-conforming uses and properties.
- Receives and investigates complaints concerning zoning, property maintenance and other City ordinances.
- Contact property owners to 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 used.
- Other related, necessary duties as required by the Department Director/Supervisor.

## REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

- Ability to identify problems in the field and recommend solutions.
- Shall demonstrate a working knowledge of zoning.

Shall have one of the following combinations of education and experience:

A. A high school diploma or equivalent and a minimum of four (4) years' responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances.

B. A high school diploma or equivalent and an additional two (2) years of continuing education, such as an associate degree (such education preferably should be in a field such as law enforcement, community planning and/or public administration) and a minimum of two (2)

years responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances.

C. A college or university bachelor's degree in a field related to zoning (such education preferably should be in a field such as law enforcement, community planning and/or public administration) and a minimum of eight (8) months responsible experience in administering and enforcing municipal zoning and/or subdivision and land development ordinances.

- The person shall be familiar with constitutional issues concerning search and seizure and with the process of filing actions with the District Justice.
- The person shall exhibit an ability to thoroughly evaluate site and building plans.
- The person shall demonstrate excellent oral and written communication skills.
- The person shall be familiar with the Pennsylvania Municipalities Planning Code.
- Must possess and maintain a valid Pennsylvania Driver's License.
- Be willing and able to use a personal vehicle to accomplish all job functions.
- Able to read and speak English, can follow oral and written instructions.
- Must be able to function independently, have personal integrity, flexibility and the ability to work effectively with employees and the public.
- Ability to understand and interpret the Planning, Zoning, Storm Water, Flood Plain, Property Maintenance and other ordinances and use good judgement in the application of same to proposed development.
- Experience in operating computers applicable to general office operations such as Microsoft Office Suite.

## PHYSICAL REQUIREMENTS

- Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 lbs.) Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.
- Tasks are regularly performed inside and/or outside with potential exposure to adverse environmental conditions (i.e. dirt, coal, rain, fumes).
  Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.