

Mount Joy Borough



BOROUGH OF MOUNT JOY



Planning, Zoning and Codes Administrator

The Borough of Mount Joy is looking for a motivated individual for the full-time position of Planning, Zoning, and Codes Administrator. This individual answers directly to the Borough Manager and is charged with coordinating and direct review of zoning hearing board applications, and subdivision and land development plans; serve as building codes official (BCO), code enforcement officer and residential rental program inspector, respond to resident needs and resolve problems relative to Borough ordinances; meet with Planning Commission and Zoning Board to present plans and recommendations. Position comes with full benefits package and pay is negotiable based upon individual's qualification and experience.

Applicant must be certified as a BCO within 6 months of employment. Full Position Description available upon request. Applications will be accepted until position is filled. Mount Joy Borough is an Equal Opportunity Employer.

Applications are available at the Mount Joy Borough Office from the hours of 7:00 am and 4:00 pm, Monday through Friday or at www.mountjoyborough.com/employment. Please submit a completed application and resume to Mark G. Pugliese I, Mount Joy Borough, 21 East Main Street, Mount Joy, PA 17552, or email at manager@mountjoypa.org.

MOUNT JOY BOROUGH
JOB DESCRIPTION

TITLE: Planning, Zoning and Codes Administrator
DEPARTMENT: Administration

GENERAL SUMMARY: Under general direction, coordinate and direct review of zoning hearing board applications, and subdivision and land development plans; serve as building codes official, code enforcement officer and residential rental program inspector, respond to resident needs and resolve problems relative to Borough ordinances; meet with Planning Commission and Zoning Board to present plans and recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as zoning officer; administer, examine, and issue or refuse zoning permit applications in accordance with zoning regulations; enforce the zoning code; administer complaints; discuss proposals with applicants and other interested parties; conduct inspections to determine compliance; make determinations; prepare agenda, facilitate zoning hearing board meetings and conditional use hearings; keep records of applications, permits, certificates, written decisions, variance decisions, and of enforcement orders; provide for the lawful inspection and duplication of public zoning records; and review proposed land development and storm water management plans for zoning code compliance.
2. Manage land development planning process; represent Borough at zoning hearing board meetings; assist Borough engineers and solicitor in review proposals for new development, or change in current zoning; monitor and track land development plans; receive inquiries, provide information; work with applicant, borough engineer and solicitor to ensure complete information to planning commission on subdivision and land development; provide staff review of conditional use applications for presentation to planning commission and Borough Council; provide follow-up correspondence to applicants and members; represent the Borough at planning commission meetings; research and prepare grant applications; guide and facilitate process to accomplish comprehensive plan; communicate process to public; prepare and distribute Planning Commission meeting packets.
3. Serve as building code official; administer, examine, and issue or refuse building permit applications in accordance with building codes; oversee third party building inspections and enforce building codes; administer complaints; discuss proposals with applicants and other interested parties; administer and support the building code appeal board at its meetings and hearings and council at related meetings and hearings; keep records of applications, permits, certificates, written decisions, and of enforcement orders; provide for the lawful inspection and duplication of public building records; and review proposed land development and storm water management plans for building code compliance.
4. Serve as code enforcement officer; administer, process complaints for, inform, and enforce, the property maintenance code; discuss violations with landowners, tenants, their representatives, and interested parties; conduct inspections to determine compliance; administer, attend, staff, and support council with the property maintenance code enforcement; keep records of complaints, violations, notices, and enforcement orders; and provide for the lawful inspection and duplication of public records.

5. Advise Borough Manager in preparation of Administration and Finance Committee and Borough Council meeting agendas and meeting packets with items related to planning, zoning, and codes.
6. Administer Rental Inspection Program: Prepare and send annual license applications and rental reports for property owners, maintain rental inspection spreadsheet, maintain rental inspection fees, update all tenant changes, maintain 4-year required inspections and conduct 75% or more of the required rental inspections due each year as the residential rental program inspector. (Commonwealth Code Inspection Service (CCIS) will perform 25% or less of the inspections due each year)
7. Enforce and provide administrative support for related Borough codes:
 - a. Fire Insurance Proceeds Ordinance – Act 93
 - b. Emergency Access Key Box Ordinance
 - c. Snow Removal Ordinance
 - d. Open burning fire prevention ordinance
 - e. Parks ordinances related to grass clippings, trash, property destruction, etc.
 - f. Streets and Sidewalks Chapter 232 (Street Openings and Excavation Permits, Obstructions and Encroachments, Trimming of Overhanging Trees and Shrubs, Sidewalk and Curb Installation.)
 - g. 5G Small Wireless Facilities – Issue permits and maintain all records.
8. Research and develop fee schedules and ordinance amendments. Prepare and monitor budget for zoning, planning and permits.
9. Serve as Assistant Stormwater Enforcement Officer; perform the duties of the job in the absence of the Officer.
10. Perform related administrative tasks:
 - a. Update Borough Code with new or revised codifications;
 - b. Prepare packets for Zoning Hearing Board meetings; transcribe minutes.
 - c. Prepare packets and agendas for Planning Commission; transcribe minutes.
 - d. Prepare mailings and go to post office to send certified mail.
 - e. Prepare rental property tenant reports and issue landlord inspection notices; mail letter with fee statement; mail notice of inspections, enter payments and new inspection dates.
 - f. Assist with coverage of front desk during periods of staff shortage.
 - g. Assist Borough Manager with requests for information under the PA Right to Know Law.
 - h. Maintain and ensure updates to the CS Graphx Software or Permit Manager Program.
 - i. Utilize CS Datum to research stormwater infrastructure when issuing Stormwater Exemption Permits.
11. Serve as Mount Joy Borough Notary for Borough business- Renew or obtain notary commission as required.

JOB SPECIFICATIONS:

*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of

the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of a bachelor's degree in public administration or a related area, and three years of professional public administration experience; or the equivalent in education and experience.

Knowledge:

- Comprehensive knowledge of planning principles.
- Comprehensive knowledge of ordinances, policies and plans adopted by the Borough.*
- Comprehensive knowledge of Pennsylvania State laws governing land use.
- Thorough knowledge of federal, state and local laws related to land use including MS4, NPDES, PA Chapter 102, Sunshine Act, Act 537,
- Thorough knowledge of PA Uniform Construction Code (PUCC) and International Construction Codes (ICC).
- Thorough knowledge of PA Boroughs Code.
- Thorough knowledge of geographical features of Borough.*
- Thorough knowledge of information systems and applications including GIS and office systems
- Thorough knowledge of inspection practices and

procedures Skills:

- Computer operation, including full range of office applications.

Abilities:

- Ability to cultivate customer orientation within department.
- Ability to promote accountability for completion of goals and objectives.
- Ability to manage projects
- Ability to facilitate exchange of information with show of diplomacy and emphasis on education and building understanding between parties.
- Ability to enforce rules and regulations in a fair and even-handed way.
- Ability to interpret plot development, zoning maps and various technical materials.
- Ability to communicate effectively in oral and written form.
- Ability to present facts and ideas in a clear and convincing fashion, appropriate for a particular audience.
- Ability to develop and maintain effective working relations with associates, county planning officials, local developers, residents, engineers, architects and attorneys.
- Ability to resolve conflicts in a tactful and diplomatic fashion.
- Ability to help callers identify problems and provide assistance within constraints.
- Ability to organize information and prepare lengthy documents detailing descriptive and technical data.
- Ability to navigate and inspect undeveloped work sites.

Working Conditions:

Work is performed in normal but busy office environment where frequent interruptions may occur. The nature of work requires infrequent call out during non-work hours to assist with major incidents that may involve code violations. Attendance at evening meetings is frequently required. Work frequently involves responding to angry, frustrated or upset individuals. Work requires travel to various work sites and adherence to safety rules and regulations to control for risk.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Manager
FLSA STATUS: Exempt
DATE: November 1, 2021