

WRIGHTSTOWN TOWNSHIP, Bucks County, Pennsylvania

2203 Second Street Pike
Wrightstown, PA 18940
215-598-3313
215-598-0529 FAX



Department: Code Enforcement/Zoning Officer

Position: Code Enforcement Officer

The Code Enforcement Officer is responsible for reviewing and advising on Township code enforcement and zoning issues, coordinating the review of land development applications, meeting with residents and developers to evaluate building projects for compliance with the Zoning and Land Development Codes, processing applications to the Zoning Hearing Board, and issuing Notices of Violation for zoning offenses.

Job Summary: This is a highly responsible position involving the monitoring of all building activity in the Township and the enforcement of all building, fire, and property use codes. The employee in this position is responsible for securing the issuance of all required permits, conducting periodic inspections of the Township for code violations, submitting monthly reports for the purpose of filing information with appropriate State and Federal agencies, and keeping the Board of Supervisors informed about development within the Township and efforts to enforce certain ordinances. Assignments are performed in conjunction with the Township Manager's office.

Duties and Responsibilities: Receives and reviews all building and zoning permit applications. Issues permits for construction, occupancy, and fire prevention. Issues letters of denial in a timely fashion. Determines total permit and escrow fees as set forth in the fee schedule. Independently renders decisions based on conformance with applicable ordinances in consultation with the Township Manager. If clarification of ordinance compliance is needed, the Officer consults with the Township Solicitor. Conducts a monthly "drive-by" inspection of Township properties, visually inspecting for unlawful construction or violation of applicable ordinances. Issues citations to persons found in violation of Township ordinances and appears at the District Magistrate's office on behalf of the Township. Maintains records and office space in a professional manner, prepares timely reports, and conducts correspondence. Submits monthly reports to Supervisors prior to monthly meetings including the total of permits issued by type and progress on ongoing ordinance violations. Attends bi-monthly board of Supervisors evening meetings and additional evening meetings when requested. Reports regularly to State and Federal agencies on building permits issued. Maintains satisfactory relations with the public, presenting a neat, pleasant appearance in dealing with residents and other applicants. Responsible for management of the Township On-Lot Sewage Disposal program and monitoring of Stormwater Regulations. Oversees Code Clerk and part-time Administrative Assistant. Emergency Management response includes overseeing disaster and emergency events and related grants. Performs other related work as required.

Qualification Requirements

Knowledge and Abilities:

Thorough knowledge of the PA Municipal Planning Code, township ordinances, and State laws dealing with building and development. Ability to understand and interpret the Newtown Area Joint Municipal Zoning Ordinance. Ability to interpret building construction plans as to their conformity with applicable Township ordinances. Ability to detect violations of Township requirements. Ability to understand, follow, and convey complex oral and written information. Ability to maintain routine records and prepare reports concerning the work. Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors, and the public. Proficiency in Microsoft Office, including Outlook, Excel, and Word. Excellent communication and organizational skills are expected.

Experience and Training:

Within one year, completion of a minimum of six hours of approved Code Enforcement Officer training classes, as offered by the Pennsylvania State Association of Township Supervisors, or PAAZO or the equivalent.

Preferred Certifications and Experience:

Working understanding of the Municipal Code

Fire Inspector 1

Fire Fighter 1

Emergency Manager Coordinator experience

Building Code Official experience

Salary \$71,500-\$84,500

Generous Benefits Package

- Overtime/Compensatory Time available
- Paid Holidays (11 days)
- Personal Days (2 days)
- Sick Time
- Vacation
- Medical Insurance, Dental, Vision
- Life Insurance
- Retirement Program and Retirement Bonus
- Progressive salary schedule based on performance

Applicants must email a cover letter, resume, and professional references to manager@wrightstownpa.org. Resumes will be accepted until the position is filled.