

Zoning-Code Enforcement Officer – Borough of Archbald

August 24, 2023

Deadline: September 8, 2023

POSITION: Zoning-Code Enforcement Officer

DEPARTMENT: Zoning

SHIFT: Monday – Friday, 7:30 am – 4:00 pm

STARTING RATE: Based on experience

VACANCIES: One (1) Full-time

Qualified, interested candidates **must submit a letter of interest, current resume and application.** Email: dmarkey@archbaldboroughpa.gov

Position Summary

Typical job duties may include but are not limited to:

This is a professional administrative full-time position performing high-level work involving construction-related activities and municipal law enforcement principles and practices. The work includes the administration and enforcement of all Borough codes and ordinances not administered by the Police Department. This is a bargaining unit position.

Specific responsibilities include administration, inspection and enforcement in the areas of public nuisance ordinances, Zoning Ordinance, Subdivision and Land Development Ordinance including stormwater.

The work is performed independently with minimal guidance from the Borough Manager. A high-level of independent judgement, decision-making and implementation is required. Work is performed under the administrative supervision of the Borough Manager.

Minimum Qualifications

Graduation from High School education or equivalent (GED).

Experience in municipal code enforcement and/or other aspects of community development or engineering is a plus. Computer skills are necessary, Office Suite, GovPilot.

Required to participate in continuing education sufficient to maintain required certifications, knowledge and skills.

A valid Pennsylvania Driver's license is required.