**Borough of Fountain Hill Zoning/Code Enforcement Officer**

**General description:**

The Zoning/Code Enforcement Officer is a salaried, exempt employee who oversees all building and zoning activity in the Borough. The Zoning/Code Enforcement Officer serves as the Building Code Official (BCO) and the Zoning Officer. The Zoning/Code Enforcement Officer receives and investigates all complaints relating to building, zoning, property maintenance, and assists the Borough Fire Marshal with fire safety. This is a supervisory employee who provides support to the Zoning Hearing Board, the Planning Commission, and the Stormwater Authority.

**Summary of Essential Duties and Responsibilities:**

* Serves as Zoning Officer. Receives, reviews, and processes all zoning and sign permits.
* Serves as Building Code Official (BCO). Maintains certification through ongoing training. Manages Uniform Construction Code (UCC) building permit program. Receives and processes all UCC building permits and requests for information.
* Receives, investigates, and enforces all property-related complaints, based on compliance with UCC, Property Maintenance, Fire, and Zoning Codes.
* Oversees restaurant permit program. Coordinates food safety complaints with Borough Heath Officer
* Oversees Zoning/Code Enforcement clerical staff. Provides training and mentoring to other staff members.
* Monitors and manages vacant and or condemned homes throughout the Borough and maintains blight enforcement. Posts properties for unsafe conditions.
* Maintains paper and digital records of property-related documents. Oversees digital scanning process.
* Attends and prepares materials for Zoning Hearing Board hearings as well as Planning Commission Meetings.
* Responds to emergency incidents throughout the Borough as needed.
* Coordinates rental registration program. Issues permits to rental property owners.
* Attends Council meetings monthly. Attends Stormwater Authority meetings as needed.
* Performs other job-related duties as assigned.

**Education/Skill Requirements:**

High School diploma or the equivalent. Building Code Official certification or ability to complete training immediately after hiring. Valid Pennsylvania Driver’s License.

Ability to work independently and resolve conflicts essential. Experience in zoning, building, code enforcement, and plan review preferred.

**Compensation and Benefits:**

Salary is commensurate with experience and qualifications. Competitive benefits, including pension, healthcare, dental and vision coverage plus vacation, personal and sick days.

**Application deadline:**

March 31, 2022

**Application requirements:**

Submit resume and cover letter via mail Borough of Fountain Hill, 941 Long Street, Fountain Hill, PA 18015 to the attention of Eric Gratz, Borough Manager, or by email at [egratz@fhboro.org](mailto:egratz@fhboro.org) No phone inquiries will be accepted.