

**JOB DESCRIPTION – CODE ENFORCEMENT OFFICER/BUILDING CODE OFFICIAL**

1. Work under the direction of the Township Manager.
2. Familiarity with the review and permitting process for zoning compliance.
3. Assist Zoning Hearing Board with the variance appeal process.
4. Assist Planning Commission with coordination and processing of applications:
  - a. subdivisions and land developments;
  - b. rezoning applications;
  - c. PRD applications; and
  - d. Miscellaneous tasks related to planning and zoning.
5. Familiarity with grading and land use regulations.
6. Applicant must possess UCC certification as a BCO and certification as a residential building inspector, or the ability to secure the requested certifications within one (1) year. Any other certifications will be considered.
7. Applicant must be responsible for the enforcement of the Code of the Township of South Park, including but not limited to nuisances, grass, weeds, unused vehicles, etc.
8. Ability to work well with the public and to interface with other departments, as well as outside consultants.
9. Salary commensurate with experience.