

ZONING OFFICER/BUILDING CODE OFFICIAL

LTL Consultants, LTD., has full time job openings for a Zoning Officer or Building Code Official. We are seeking candidates with Zoning experience and a BCO Certification. The Building Code Official or Zoning Officer will have responsibility for administering and enforcing provisions of municipal construction codes and zoning ordinances. Responsibilities may also include Residential Rental Program inspections and review and inspection within various municipalities to ensure compliance with local codes and zoning regulations. Also, a working knowledge of land development process is preferred.

Essential Duties:

Perform review of zoning permit and building permit applications.

Perform daily inspections to ensure compliance with local and state regulations governing zoning and a building's proper construction, use, occupancy, safety and sanitation.

Issue zoning permits and building permits.

Document findings, prepare reports and maintain records of inspections. Issue non-compliance notices and perform follow-up code enforcement inspections.

Confer with and assists property and landowners, architects, and builders with zoning and building code issues.

Respond to complaints from municipal officials, residents, and stakeholders regarding municipal codes and/or ordinances.

Receive and process applications for Zoning Permits, application for Variances and other zoning related information.

Attending municipal meetings and Zoning Hearing Board meetings.

Provide courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

Other duties as assigned.

Qualifications:

- A Bachelor's Degree in land planning, public administration or equivalent field.
- Previous experience, preferably 2-5 years, with zoning and building code administration.
- U.C.C. Certification and Commonwealth of Pennsylvania BCO License
- Working experience in their field(s) of knowledge.
- Valid Pennsylvania driver's license and be able to pass background check.

Strong emphasis is placed on the ability to effectively communicate technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, municipal officials and the general public. Skill is required with reading and interpreting construction drawings, plans, specifications and contract documents. This is an excellent opportunity to utilize technical skills to verify and improve public and private projects. The position offers a desirable mix of office and field work opportunities.

LTL Consultants has been in business for 25 years in southeastern Pennsylvania. We are an Equal Opportunity Employer offering a professional office environment and a competitive salary and benefits package.

Interested candidates can submit resumes to Edgar Latshaw, P.E. at elatshaw@ltlconsultants.com or call at 610-987-9290 for additional information.

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