

BRIGHTON TOWNSHIP

EMPLOYEE NAME:

JOB CLASSIFICATION: Zoning/Code Enforcement Officer

JOB RESPONSIBILITIES/DUTIES:

1. Reviews and replies to questions pertaining to the Township Zoning Code and the administration of zoning and building permit requirements.
2. Reviews completed building and zoning permit applications, assuring compliance with Zoning Code requirements. Issues or denies permits depending on compliance. Assist applicants in completion of forms and submissions to third-party Building Code Official and inspectors. Requires knowledge of Stormwater Management Code, Floodplain Management Code, and Act 537.
3. Receives and investigates complaints regarding zoning violations. Notifies property owners by phone, in person, or by mail of violations. Attempts to resolve complaints by explaining ordinances and working cooperatively with violators. Initiates legal proceedings in a court of proper jurisdiction where complaints cannot be resolved voluntarily.
4. Issues use and occupancy certificates upon completion of projects, subject to compliance with Township ordinances and regulations. Ensures that all requirements for occupancy have been met prior to issuance of certificated, including approvals by other Township officials, if relevant.
5. Issues monthly reports relating to zoning and building permit activity for review and approval by Board of Supervisors.
6. Conducts zoning inspections in accordance with approved permits and plans to ensure compliance with applicable codes.
7. Maintains files of permits, records, maps, and ordinances as necessary to properly administer and enforce codes.
8. Receives and reviews all Zoning Hearing Board applications and processes the required paperwork in accordance with the requirements of the Zoning Code and the PA Municipalities Planning Code. Prepares all legal advertisements and posts properties as required. Prepares agenda for Zoning Hearing Board meetings. Attends all Zoning Hearing Board meetings.
9. Receives and reviews all Uniform Construction Code Appeal applications and processes the required paperwork in accordance with the requirements of the Township's appointed

Appeals Board with the Beaver Count Regional Council of Governments. Attends all appeal hearings.

10. Reviews Small Stormwater Management Plan applications for private facilities, assists applicants, inspects facilities as needed.
11. Reviews incoming subdivision, land development, and conditional use applications and plans and provides input, particularly relating to compliance with zoning requirements.
12. Performs property inspections throughout Township, both self-directed and in response to resident complaints, and initiates enforcement actions for properties in violation of property maintenance and public nuisance codes and ordinances. Perform follow-up inspections to ensure compliance. Secure clean-up services for properties whose owners are non-responsive and ensure that notices are sent and liens filed.
13. Coordinates with third-party inspectors, Township Engineer, Police Chief, and others as necessary, to secure compliance with Township codes and ordinances.
14. Operates vehicles and equipment in safe manner, and utilizes proper safety equipment, clothing, and precautions in performance of duties.
15. Perform other such duties as may be required by government regulations and/or revisions to Authority or Township facilities or operating requirements.

SUPERVISION:

Employee is supervised and works at the direction of the Township Manager. Employee does not supervise other employees.

PHYSICAL DEMAND/WORK ENVIRONMENT:

Ability to walk, crouch, climb, push, pull, reach, stretch, kneel, bend.

Ability to perform work/inspections out-of-doors where employee is subject to inclement weather conditions including rain, snow, high temperatures or cold weather.

Ability to work flexible hours with some evening meetings.

EDUCATION/EXPERIENCE/SKILLS AND REQUIREMENTS:

High School diploma or equivalent.

Prior related work experience preferred.

Knowledge of the laws, regulations, and requirements applicable to Townships of the Second Class; including the PA Municipalities Planning Code, Act 537, Stormwater Management Code, Floodplain Management Code, Subdivision and Land Development Code and the 2nd Class Township Code.

Ability to read and interpret applicable ordinances, laws, plans, procedures, and policies, with ability to explain them to others, both verbally and in writing.

Ability to read, interpret, and enforce statutes, ordinances, and regulations with impartiality.

Ability to prepare clear reports and keep accurate records. Ability to plan and schedule work efficiently and carry out duties without supervision.

Skilled in operation of computer, word processing, and spreadsheets; with ability to type.

Valid Pennsylvania Driver's License.

MANAGEMENT RIGHTS:

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

TOWNSHIP APPROVAL:

Signature

Date

EMPLOYEE ACKNOWLEDGMENT:

Signature

Date

Board Approval April 14, 2025

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For					Date of Application	
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In		
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____		
Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)						

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date _____

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training; apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	<hr/>	<hr/>
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	<hr/>	<hr/>
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	<hr/>	<hr/>

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

☐ YES ☐ NO

References

1.	()
<hr/>	Phone #
(Name)	
<hr/>	
(Address)	
2.	()
<hr/>	Phone #
(Name)	
<hr/>	
(Address)	
3.	()
<hr/>	Phone #
(Name)	
<hr/>	
(Address)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.