

WE ARE HIRING:

Zoning/Code Enforcement Officer & Building Code Official



This position enforces zoning and building codes, reviews permit applications, performs inspections, serves as recording secretary to the Zoning Hearing Board & Planning Commission, and represents the Township at hearings and meetings. Must manage records, enforce ordinances, and coordinate with Federal/State/Local agencies.

Starting Salary Range:

\$65,000-\$75,000

Benefits:

- Salary Depending on Experience
- Retirement Plan Options
- Health Insurance

Requirements

- High School Diploma
- BCO Certification & UCC Inspector Certifications
- Valid PA Driver's License & U.S. Citizenship
- Physically able to conduct inspections

Preferred Skills

- Zoning/Code Enforcement & Planning experience
- Knowledge of PA Municipalities Planning Code
- Strong organizational skills
- Conflict resolution & public communication abilities

180 East Center Street
Shavertown, PA 18708
570-696-3809
kingstontownship.com/career-opportunities

Please submit your application, resume, & cover letter by **3:00 PM** on **August 22nd, 2025**

Job Opening: Zoning/Code Enforcement Officer & Building Code Official

📍 *Kingston Township, Department of Administration*

🕒 *Full-Time | Monday–Friday, 8:30 AM – 4:30 PM (Evening Meeting/s Required also)*

Salary: \$65,000- \$75,000 (depending on experience)

About the Role

Kingston Township is seeking a dedicated and detail-oriented Zoning/Code Enforcement Officer to join our Department of Administration. This full-time position plays a vital role in maintaining the integrity, safety, and compliance of our community through the enforcement of zoning ordinances, building codes, and health regulations.

Key Responsibilities

- *Enforce Township Zoning Ordinances, housing/building codes, and sanitary regulations.*
- *Conduct inspections and issue permits for zoning, building, floodplain, and occupancy.*
- *Serve as recording secretary to the Zoning Hearing Board and Planning Commission meetings.*
- *Review and process applications, collect fees, post properties, and maintain records.*
- *Attend and represent the Township at public hearings, court proceedings, and meetings.*
- *Maintain and update the Township Zoning Map and Ordinance.*
- *Enforce various Township ordinances (e.g., animal control, open burning, vegetation nuisances, signs).*
- *Coordinate with State and Federal agencies on floodplain and stormwater matters.*

Qualifications

- *High School Diploma required.*
- *Strong knowledge of zoning, building codes, and general construction practices.*
- *Certification in Uniform Construction Code (UCC) inspection standards.*
- *Certification as Building Code Official (BCO)*
- *Valid Pennsylvania driver's license and U.S. citizenship.*
- *Must be in good to excellent medical condition.*
- *Residency within 10 air miles of the closest Kingston Township border required within 36 months of hire.*

Preferred Skills

- *Experience with municipal planning and zoning processes.*
- *Strong organizational and communication skills.*
- *Ability to conduct field inspections and manage legal documentation and legal cases.*
- *Familiarity with Pennsylvania Municipalities Planning Code and Regulations.*

- *Strong negotiation and conflict resolution skills.*
- *Proficient computer skills, including Microsoft Outlook, Word, and Excel.*
- *Strong organizational abilities with well-maintained and structured file management practices.*
- *Ability to effectively utilize a digital camera for documentation or fieldwork purposes.*

Benefits

- **Health Insurance** – *Coverage for employee and family begins on day one (co-pay applies).*
- **Dental & Vision Insurance** – *100% employer-paid; coverage begins on day one.*
- **Life/Accidental Death & Dismemberment (AD&D) Insurance** – *100% employer-paid; begins 6 months after hire.*
- **Short-Term and Long-Term Disability Insurance** – *100% employer-paid; begins 6 months after hire.*
- **401(k) Retirement Plan** – *6% employer contribution (no employee contribution required); begins 90 days after the 1st of the month following hire; fully vested after 6 years.*
- **Voluntary 457 Defined Contribution Plan** – *Available to employees.*
- **Workers' Compensation** – *Coverage begins on day one.*
- **Paid Holidays** – *11 paid holidays annually.*
- **Paid Time Off (PTO)** – *Prorated based on hire date.*

Why Join Us?

- *Be a key player in shaping the future of Kingston Township.*
- *Work in a collaborative and community-focused environment.*
- *Opportunities for professional development and training.*



To Apply:

Submit your application, resume and cover letter to the Kingston Township Manager's Office at Kingston Township Municipal Building at 180 East Center Street, Shavertown, PA 18708.

*Applications will be accepted until **3pm on August 22, 2025.***

Section 4.000

POSITION DESCRIPTION

ZONING/CODE ENFORCEMENT OFFICER & BUILDING CODE OFFICIAL

GENERAL DEFINITION

The Zoning/Code Enforcement Officer is a full-time position within the Department of Administration and reports directly to the Township Manager. The Zoning Officer is responsible for the enforcement of Township Zoning Ordinances, the sanitary regulations, and the Township housing and building codes as building code official (BCO).

Essential Job Functions

Fundamental requirements of the Zoning/Code Enforcement Officer.

Collect fees and conduct inspections for all zoning & building permitted activities to ensure compliance with all Township Zoning and Building regulations.

Provides Zoning information to the Zoning Hearing Board and Planning Commission to assist them in the conduct of their activities.

Maintains updated Zoning Map and Zoning Ordinance.

Represents the Township at all Zoning Hearing Board and Planning Commission meetings/public hearings and serves as Zoning Hearing Board and Planning Commission recording secretary.

Perform duties of corresponding secretary for the Zoning Hearing Board to include, but not limited to: reviewing all applications and collect all fees, process and distribute application data, post affected properties, prepare meeting agenda, record and maintain meeting minutes, and ensure legal notices are published.

Perform duties of corresponding secretary for the Planning Commission to include but not limited to: review all applications and collect all fees, process and distribute application data, prepare meeting agenda, record and maintain meeting minutes, and ensure legal notices are published.

Physically able to inspect sites for compliance to Zoning permit regulations.

Issue transient business licenses and non-residential occupancy permits.

Reviews and issues permits for applications requesting to build in flood plain areas and ensure compliance with Township, State and Federal regulations, and also serves as the Townships Floodplain Management Coordinator.

Physical ability to inspect unsanitary and unhealthy properties and establishments and condemnation of properties, and assisting the Kingston Township Police Department, where necessary.

Reviews subdivision applications and plans for compliance with subdivision ordinance and maintains records on each subdivision.

Enforces all applicable Township Ordinances, including but not limited to: Animal Ordinance, Smoke Detector and Alarm Ordinances, Open Burning Ordinances, Vector Control Ordinances, Vegetation Nuisance Ordinances, Junk Yard Ordinance, Mobile Home and Mobile Home Park Ordinances, International Property Maintenance Code, and Sign Ordinance.

Marginal Job Functions

Ancillary requirements of a Zoning/Code Enforcement Officer

Attend professional improvement Seminars/Conferences/Trainings.

Attend non-township meetings specific to Zoning/Code Enforcement activities.

Attend Township Supervisors' Caucus meetings and regular monthly meetings.

Attend any Special Township Meeting at the request of the Supervisors or Manager.

Testify on behalf of the Township at court hearings and represent Township at Magistrate Hearings.

Maintains regular work hours of 8:30 a.m. to 4:30 p.m. including attendance at all required meetings after hours.

Minimal Acceptable Training and Experience

Requires a High School Diploma and a thorough working knowledge of Kingston Township and the Commonwealth of Pennsylvania rules, regulations, and ordinances or laws. Must have knowledge of general building construction, codes and engineering skills.

Requires certifications as Building Code Official (BCO) and PA Department of Labor and Industry- Uniform Construction Code (UCC) inspector certifications for building, mechanical, energy/electrical and plumbing.

A valid Pennsylvania driver license, U.S. Citizenship, and good to excellent medical condition are required.

Township employees shall be required to establish principal residency within ten (10) air miles of the nearest Kingston Township border within 36 months of hire and must thereafter maintain residency within the allotted distance while in the employ of the Township.

****This job description includes, but is not limited to, the position's essential functions. Management retains the discretion and right to add or change the duties of the position at any time.**



KINGSTON TOWNSHIP

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Special skills you possess applicable to this position: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

_____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



BACKGROUND INVESTIGATION AUTHORIZATION FORM

I, hereby authorize Kingston Township's subsidiaries, affiliates, employees and agents, including the credit bureaus, to make inquiries of and request information from any individuals, present and former employers, schools and colleges, credit bureaus, criminal investigations bureaus and any other entities that may possess information concerning me or that may be custodians of records relating to me, including Worker's Compensation and Driving Records. I also authorize the above described sources to release all information requested, including salary data and subjective evaluations, and I hereby release those sources from any liability for doing so.

I give this authorization in connection with an application / resume relating to employment.

Applicants

Signature:

Name

(Please print):

Current

Address:

How long at current address _____

Previous

Address:

How long at previous address _____

Social Security #:

Birth date:

Drivers Lic. #:

State:
