

Code Enforcement / Zoning Officer Position Description

The Municipality of Kingston is seeking applications for the positions of Full-Time Code Enforcement Officer and Part-Time Code Enforcement Officer. Please be clear on your application regarding full-time or part-time employment.

Duties include but are not limited to the administration and enforcement of Municipal Codes, Property Maintenance Codes, and Zoning Ordinance. All applicants must be available to respond to emergency matters after the course of normal working hours. All applicants must possess and maintain a valid PA Motor Vehicle License. A Building Code Official (BCO) Certification is preferred but not mandatory for applicants.

Intermediate knowledge of standard software applications including Microsoft Office and the ability to learn the use of specialized software such as the Municipality's Codes and Services Program is essential within six months of employment. Salary, hourly rate and benefits will be commensurate with experience and credentials.

Applications may be obtained at the Kingston Municipal Building, 500 Wyoming Avenue, Kingston, PA 18704 or at www.kingstonpa.org. The deadline for submitting applications and resumes is Monday, December 17, 2018 attention Paul Keating, Municipal Administrator.

The Municipality of Kingston is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status. The Municipality of Kingston will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.