



## CLASSIFIED ADVERTISEMENT

Williams Township, Easton PA is seeking qualified candidates for a Full Time **Zoning Officer/Code Enforcement Officer**. This position oversees the administration of zoning and planning for the Township. Minimum requirements are a high school diploma, valid driver's license, & one-year experience as a Zoning Officer, Code Enforcement Officer, Building Code Official and Floodplain Management or equivalent combination of education and experience. Other sought skills are interpersonal, communication, and organizational skills.

Enforces municipal ordinances and state law dealing with building construction, property maintenance, and other non-criminal laws. Focuses on health, safety and welfare of the Township residents. Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor, framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning and safety laws and approved plans, specifications and standards. Observes conditions and issues notices for corrections to persons responsible for conformance. Obtains evidence and prepares reports concerning violations which have not been corrected. Interprets legal requirements and recommends compliance procedures to contractors, craft workers and owners. Keeps inspection records and prepares reports for use by administration or judicial authorities. Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations or hazardous conditions. Reviews requests for and issues building permits.

Minimum requirements are a high school diploma, valid driver's license, & one-year experience as a Zoning Officer, Code Enforcement Officer, Building Code Official and Floodplain Management or equivalent combination of education and experience. Other sought skills are interpersonal, communication, and organizational skills.

Salary will be commensurate with qualifications and experience. Township provides an excellent and complete benefit package. Full details available at [www.williamstwp.org](http://www.williamstwp.org).

Interested candidates should email a cover letter and resume to: Mike Sabatine, Twp. Mgr, at [msabatine@williamstwp.org](mailto:msabatine@williamstwp.org) or Melody Ernst, Asst. Mgr. at [mernst@williamstwp.org](mailto:mernst@williamstwp.org) EOE.

Applications should be received no later than 4:00 PM on December 23, 2022.