

CODE/ZONING OFFICER STORMWATER COORDINATOR

General Definition: This position shall perform varied professional zoning and planning tasks with the detailed technical planning review and approval of land use plans. Is responsible for the non-technical inspections required by the Township codes and ordinances and does related work as required. Reports to Township Secretary/Office Manager.

Duties and Responsibilities:

ZONING AND CODE ENFORCEMENT

- The Zoning Officer shall administer and enforce all provisions of the Zoning Ordinance in accordance with its literal terms and shall not have the power to permit any construction, or any use, or change of use which does not conform to the Zoning Ordinance.
- Receive all calls for Zoning and Building Permits.
- Receive and review all applications for building permits, small project stormwater management plans, and certificates of use, variances, special exceptions, or a change of use.
- Report regularly to the Board of Supervisors on all aspects of Zoning Enforcement.
- Act as agent for the Zoning Hearing Board solely for the purpose of receiving and transmitting applications requiring action by that board; and for the purpose of enforcing action taken by that board.
- Attend monthly Zoning Hearings
- Shall refer within fifteen days after receipt, all applications for a variance, special exception, or change of use to the Zoning Hearing Board.
- The Zoning Officer shall give timely written notice to all applicants on any denial or revocation.
- Shall inspect all structures and uses for which a certificate of use is required.
- Shall issue occupancy permits for structures which have been constructed or altered in accordance with an approved application. (This is done by third party BCO)
- Shall inspect small project stormwater management structures for compliance. (THIS IS DONE BY ROAD MASTER)
- Testifies in court concerning code violations, if required.
- Performs other non-technical code inspections, if required.
- Perform and monitor Short Term Rental Program and perform inspections.
- Prepares reports as required.
- Answers complaints and inquiries from the public.
- Shall provide recommendation to update the Zoning Ordinance, as needed or directed.
- Responsible for the administration of Flood Plain regulations.

PLANNING COMMISSION LIASON:

- Shall receive applications for proposed subdivisions.
- Shall review and comment on proposed subdivision plans, variances and to refer those plans to the Township Planning Commission.
- Prepare agenda and attend the Planning Commission meetings monthly.
- Provide Land Development Plan and Financial Security approval letters to Township Treasurer for record and establishment.
- Shall maintain adequate files on all new land development.

STORMWATER PROJECTS

- Maintain adequate files on all stormwater small projects.
- Maintain and Coordinate stormwater project and plans.
- Coordinate MS4 and coordinate with Township Engineer.

GIS Mapping

- Maintain GIS mapping in Township mapping files.

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Minimum Requirements

Graduation from an accredited high school or equivalent
Hold a valid PA Driver's License.

Knowledge and Abilities

Ability to acquire considerable knowledge of Township ordinances.
Ability to enforce codes, ordinances, and regulations firmly, tactfully, and impartially.
Ability to maintain records and prepare reports.
Comply with the Township's adopted Workers Compensation Loss Control Standards.
Employee must be able to maintain strict confidentiality of all sensitive records and proceedings within the Township office.