MANCHESTER TOWNSHIP

Job Title: Zoning/Planning Officer
Department: Zoning/Planning
Classification: Full-time (Exempt)
Reports to: Township Manager

Job Summary:

Supports Township operations by ensuring compliance with all ordinances, codes and regulations in planning, zoning, and permit issuance. Inspection of construction projects to include subdivision and land development, building improvements, floodplain development and stormwater management projects. Responsible for supervising independent inspection and sewage contractors as well as the Permit Clerk, Assistant Zoning Officer, and Code Enforcement Officer.

Reporting Relationship:

This position reports to the Township Manager. This position receives general supervision and sets priorities and standards of performance for self and others.

Essential Tasks:

- Enforce the provisions of the Township's variance ordinances.
- Ensures the Township is current in new development laws and regulations by assessing federal and state new and proposed laws and regulations pertaining to community development and determines effect on the Township.
- Keeps development projects in compliance by ensuring that all applications for permits are processed in a timely manner, making literal interpretation of ordinances and laws of the Commonwealth of Pennsylvania and Manchester Township.
- Process all plans received for review by the Planning Commission by compiling information, setting meeting agenda, preparing support documentation, attending the meetings, and drafting the minutes. Responsible for preparing letters and memos, as well as providing Planning Commission information to the Board of Supervisors and Township Manager.
- Responsible for the intake of Zoning Hearing applications, sending out notices, setting the Zoning Hearing Board agenda, attending the meetings, providing necessary testimony, and taking notes.
- Coordinate public sewers by tracking EDUs, monitoring sewage capacity and issuing permits.
- Assist residents with development of stormwater management BMPs for all projects.
- Assist residents and developers over the phone, by email and in-person.
- Enforces ordinances by investigating complaints, issuing necessary warning letters, issuing Notices of Violations, preparing Magisterial District Judge complaints, and attending hearings.
- Reviews permit applications for compliance with applicable ordinances and ensures projects are constructed to meet the permit requirements by performing inspections.
- Administers the Manchester Township Floodplain Ordinance.
- Ensures timely submission of all monthly and annual reports.
- Achieves financial objectives by reviewing and providing recommendations for the Zoning/Planning Department budget and scheduling expenditures.
- Provides annual, at a minimum, reviews of all zoning and permit fees and recommends changes and additions to Township Manager for adoption of annual fee schedule.

- Monitors the collection of permits and zoning fees to ensure that charges are correct and properly allocated. Reviews outstanding fees on an as needed basis and assigns department staff to contact appropriate party to collect charges.
- Keep Township Manager informed by reviewing and analyzing reports, updating on development issues, and informing of critical incidents.
- Provides historical reference by documenting information, maintaining files, maps, and records.
- Maintains professional knowledge and certifications by attending educational workshops, participating in training, reviewing publications, and participating with Professional Associations.
- Respond to Right-to-Know requests as applicable.

Additional Tasks: Contributes to team effort by performing other assigned duties, providing back-up coverage for incoming phone calls and for front counter inquiries. Maintains cooperative relationship with the Township staff by communicating necessary information, responding to requests, building rapport, and participating in problem solving efforts.

Job Qualifications

Essential knowledge, skills, abilities, and experience:

- High school education or equivalent.
- Bachelor's degree in Planning, Public Administration or a related field is preferred.
- Minimum of three years' experience, preferably in municipal planning and zoning and/or construction, building and site development.
- Minimum of two years' experience in employee supervision.
- Knowledge of municipal subdivision and land development ordinance as well as zoning and building ordinances/codes.
- Knowledge of the Municipalities Planning Code.
- Knowledge of the principles and practices of building, electrical, plumbing, and mechanical construction and maintenance.
- Must have basic math skills.
- Ability to interpret and work from technical sketches and blueprints.
- Must have effective leadership skills.
- Ability to analyze and review complex planning reports.
- Ability to pay attention to detail, organize files, and communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relations with staff, officials, contractors, developers, and the public.
- MS Office, Word, and Excel proficiency. Industry database software experience preferred.

Physical Demands and Work Conditions:

- Ability to operate a motor vehicle. Capable of working inside or outside and visiting job sites. Physical ability to see and hear, climb, and enter confined spaces as needed.

Licenses and Certifications:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicle to be operated.
- Must possess Building Code Official Certification (BCO).

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

The employee is expected to adhere to all company policies. The employee understands that this job description reflects management's assignment of essential job tasks. Manchester Township's management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this job description:

Signature: _____Date: _____

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.