

MANCHESTER TOWNSHIP

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

POSITION SUMMARY

Support township operations by assisting the Zoning/Planning Officer with the administrative and technical work to ensure compliance with all ordinances, codes and regulations in planning, zoning, permit issuance, and inspection of construction projects to include but not limited to subdivision/land development, building improvements, plumbing, sewage systems, flood plain and storm water management. Assume duties of the Zoning/Planning Officer during the absence of the officer.

REPORTING RELATIONSHIP:

This position reports to the Zoning/Planning Officer. This position receives general supervision and sets priorities for self.

ESSENTIAL TASKS

- Enforce the provisions of the township's Zoning Ordinance in accordance with the literal interpretation of its provisions.
- Keeps development projects in compliance by ensuring that all applications for permits are processed timely, making literal interpretation of ordinances and laws of the Commonwealth of Pennsylvania and Manchester Township.
- Reviews applications for completeness and compliance with provisions of code and approved plans or decisions. Answer questions relating to the interpretation and application of permit requests. Consults with Zoning/Planning officer when necessary.
- Determines compliance with permits/plans and makes safety observations by conducting site/field inspections. May respond to emergency situations and notify appropriate agencies if necessary.
- Assists Zoning/Planning Officer in reviewing subdivision/land development plans and processing information for the zoning hearing board and planning commission.
- Enforces ordinances codes or regulations by receiving and timely investigating of complaints or through routine inspections regarding violations of various codes and in conjunction with the Zoning/Planning Officer may initiate any enforcement action that is required through the Pennsylvania minor judiciary system or judicial body of competent jurisdiction.
- Provides historical reference by documenting information, maintaining files, maps, records etc. required to properly administer the permit/inspection activities of the various ordinances, codes, and regulations.
- Conducts inspections routinely to determine compliance with the terms of the zoning or other ordinances of the Township.
- Attends meetings of Planning Commission, Zoning Hearing Board or other meetings when so directed by the Zoning/Planning Officer.
- Keeps Zoning/Planning Officer informed by reviewing and analyzing reports, summarizing information, updates on development issues, and informing of critical incidents.
- Completes special projects by organizing and coordinating information and requirements: planning, arranging, and meeting set schedules: monitoring results.
- Maintains professional knowledge and certification by attending education workshops, reviewing publications, and participating in professional societies as approved.

- Collects fees for permits and other zoning/planning projects. Ensures proper fees collected and monitors outstanding charges. Assists in the collection of aging fees per the direction of the Zoning/Planning Officer.
- Provides coverage for the front counter as needed.

ADDITIONAL TASKS

Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township staff by communicating necessary information, responding to requests, building rapport, and participating in problem solving methods.

JOB QUALIFICATIONS

Essential knowledge, skills, and abilities:

- High School Education or equivalent required.
- Bachelor's degree in Planning, Public Administration or a related field is preferred.
- Knowledge of basic math skills and ability to make mathematical computations accurately.
- Knowledge of basic computer skills, including MS Office (Word and Excel)
- Ability to reason, solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of variables in situations furnished in written, oral, diagram, or schedule form.
- Ability to research applicable codes and regulations and apply them to specific plans.
- Ability to read and interpret building/development plans, specifications, and drawings and to determine if they conform to ordinances or approved plans and decisions.
- Ability to apply technical knowledge and follow proper inspection techniques to examine sites and detect deviations from plans and regulations.
- Ability to enforce regulations with firmness and tact.
- Ability to analyze and review planning reports and maintain detailed files.
- Ability to prioritize, pay attention to detail, organize information, follow through on projects and meet deadlines.
- Ability to establish and maintain effective working relationships with staff, officials, engineers, contractors, and the public.
- Ability to understand and follow written instructions and communicate both orally and in writing.
- Ability to communicate effectively with the public.
- MS Office; Word; Excel and industry software (preferred).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Ability to operate a motor vehicle. Capable of working inside or outside and visiting job sites. Physical ability to see and hear, climb, lift a minimum of 50 lbs., and enter confined workspaces.

LICENSE, CERTIFICATION OR REGISTRATION

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

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.

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.