

JOB DESCRIPTION

I. POSITION TITLE

ASSISTANT ZONING AND CODES ENFORCEMENT OFFICER (NON-EXEMPT)

II. POSITION SUMMARY

The basic function of the Assistant Zoning and Codes Enforcement Officer is to assist the Zoning and Codes Enforcement Officer in the daily administration and enforcement of the Zoning Ordinance and Township Codes in accordance with its literal terms in addition to all other legally adopted Ordinances. The Zoning and Codes Enforcement Officer shall not have the power to permit any construction or any use or change of use that does not conform to the Zoning Ordinance or Township Codes.

III. ASSISTS IN ALL DUTIES AND RESPONSIBILITIES

Reports regularly to the Board of Supervisors through the Manager or Assistant Manager. Provides a monthly report on issues, meetings and projects that are being addressed.

Accepts, distributes, manages and coordinates all aspects of land use applications, including Zoning Hearing Board and Agricultural Security applications.

Administers and enforces all provisions of the Zoning Ordinance. As Zoning Officer, institutes any and all appropriate civil enforcement proceedings as a means of enforcement as required.

Administers and enforces all provisions of the Subdivision and Land Development Ordinance and all other legally adopted ordinances.

Processes and maintains required files and records for Subdivision, Land Development, Zoning and Ag Security submissions.

Acts as the liaison between the Township Board of Supervisors and land developers and other applicants and communicates the Board's decisions to the applicants, developers, agents, and the appropriate planning agencies.

Acts as an agent for the Zoning Hearing Board. Receives, reviews, and refers all applications for appeals, variances, special exceptions, or change of use to the Zoning Hearing Board. Verifies, collects and logs fees for the same. Enforces action taken by the Board.

Prepares, post and advertises all required legal notices in connection with land use applications.

Accepts and reviews stormwater management applications. Administers and enforces all provisions of the Stormwater Management Ordinance. Verifies, collects and logs fees. Completes field inspections to monitor compliance with Soil and Erosion protection.

Prepares meeting agendas for the Dickinson Township Planning Commission and gathers and distributes informational packets to the commission members.

Identifies and registers non-conforming uses and structures in the Township, as required by the Zoning Ordinance.

Administers 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.

Gives timely written notice to all applicants on any denial or revocation.

Computes, logs, and collects fees for all zoning and code enforcement activities.

Logs formal written complaints when submitted by Township residents. Investigates and resolves complaints in a timely manner.

Enforces ordinances by completing field inspections, monitoring records of violations found, and achieving compliance with those ordinances, either by voluntary compliance or prosecution of violation, if necessary.

Has the authority and responsibility to issue any necessary citations to persons found to be in violation of Township ordinances and Codes, appearing at the District Magistrate's office on behalf of the Township.

Maintains satisfactory relations with the public, presenting a neat, pleasant appearance in dealing with residents and other applicants.

Performs field inspection of land development proposals to visually assess existing conditions at and near the site in question to afford a comparison of the area with the proposed land use.

Solicits comments and recommendations from appropriate state, county and Township agencies and professionals regarding land use proposals within Dickinson Township.

Attends all Planning Commission, Board of Supervisors and Zoning Hearing Board meetings, as well as miscellaneous meetings as requested.

Makes presentations to the Planning Commission, Board of Supervisors and Zoning Hearing Board or others concerning land use proposals.

Attends schools and seminars on zoning and code enforcement or any topic related to job performance when directed by the Township Manager.

Issues all Zoning Permits and assists residents/applicants in the acquisition of the proper building permits.

Maintains and enforces compliance with the Act 537 Plan and any associated ordinances including the Mandatory Pumping Ordinance which involves extensive record keeping, notifications and enforcement. Also acts as the liaison between Dickinson Township management and the official Township Appointed Sewage Enforcement Officer including providing information on specific properties, reviewing Planning Modules and assisting with solutions to malfunctions.

Maintain the Dickinson Township Data Base with any updates as appropriate including but not limited to completed building permits and MSAG (Master Street Address Guide) updates for GIS.

Is the recognized Safety Officer for the Township and organizes the safety committee meetings and compiles all necessary minutes/records.

Performs other duties as assigned.

Bondable.

IV. DESIRED KNOWLEDGE, SKILLS, AND ABILITY

Knowledge and ability to interpret, administer and enforce the provisions of the PA Municipalities Planning Code, Zoning Ordinance, Subdivision and Land Development Ordinance and all other legally adopted ordinances.

Knowledge of applicable laws and regulations relevant to Zoning Administration and Codes Enforcement.

A thorough knowledge of Township ordinances and State laws dealing with sewage facilities and the enforcement of the Township's Act 537 Plan.

Ability to deal courteously, fairly, tactfully, and firmly with the public.

Ability to communicate clearly and concisely, both orally and in writing.

Skilled in reading and interpreting subdivision and land development drawings and supporting documents.

Ability to assign and direct the work of other employees.

Ability to prepare clear reports and to keep accurate records.

Working knowledge of computers to include Microsoft Office (e.g., Excel, Word)

Ability to update and edit information on the Township website.

V. MINIMUM EXPERIENCE OR TRAINING

High school diploma required, Associate's or Bachelor's Degree in planning/zoning or related area preferred but not required. A suitable combination of education and experience will be considered.

Must possess and maintain a valid PA. Motor Vehicle Operator's License.

TOWNSHIP OF DICKINSON

By: _____
Larry Barrick Jr., Township Manager

Date: _____