

PLUMSTEAD TOWNSHIP

Job Title: Zoning Officer

Date:

Department: Planning and Zoning

Status: Full Time (40 Hrs. per week)

Incumbent:

Supervisor: Township Manager

The Zoning Officer is responsible for the administration, interpretation, and enforcement of the Township's zoning ordinance.

Examples of Work – This is not an exclusive list but merely a few examples:

Responsible for plan reviews for zoning permit applications, subdivision/land development submissions, and issuing reviews to the applicants.

Accept, distribute, and process subdivision and land development applications and zoning hearing board applications.

Use permitting software, Traisr to administer permits, upload and maintain documents, process and document resident complaints, etc.

Prepare meeting agendas for Zoning Hearing Board (ZHB) and Planning Commission (PC). Prepare meeting packets for PC agendas. Attend ZHB and PC meetings monthly or as required.

Work closely with the Municipal Administrator and Building Inspector, or other township staff to administer permit applications. Work with Township consultants as necessary for review of permit applications.

Answer general inquiries from the public regarding zoning requirements, permitting, processes, etc.

Work with the Township's land preservation specialist to monitor, document, and help enforce Township conservation easements.

Be able to maintain Township records in accordance with state documentation retention regulations.

Essential Functions:

Be detail oriented and possess excellent time management skills.

Ability to make decisive decisions and prioritize appropriately.

Familiarity with how to read and interpret Township ordinances and the Pennsylvania Municipalities Planning Code.

Ability to work independently with little supervision.

To be punctual and maintain regular attendance at work and maintain a professional appearance at all times.

Ability to establish and maintain effective working relationships with co-workers, township resident, the public, etc.

Ability to courteously answer resident questions or concerns.

Effectively follow MPC regulations for administration of zoning violations, subdivision/land development projects, Zoning Hearing Board submissions, etc.

To maintain developer files for on-going projects.

To keep Township manager informed of zoning, planning, land preservation, and any other pertinent issues.

Job requires the physical ability to do the following:

To see and hear.

To function in activities involving walking, bending, reaching, climbing stairs and driving a vehicle.

To sit, stand, and walk from one place to another.

To lift and carry up to 25 lbs.

To speak and write English fluently.

Required knowledge, skills, abilities:

Ability to read, analyze and interpret maps, developments plans, etc.

Ability to prioritize work and solve problems.

Ability to write with clarity and accuracy to communicate with applicants, residents, developers, consultants, and other governmental agencies, etc.

Ability to read and understand legal descriptions, declarations, agreements, and similar pertinent documents.

General knowledge of construction and terms as appropriate to zoning reviews and requirements.

Ability to use word processing and spreadsheet software.

Accurately type a minimum of 45 wpm.

Minimum Qualifications:

A high school diploma and 1 year experience working in zoning and/or code enforcement; or 3-5 years of experience in related job experience, education, and/or training; or equivalent combination of education and job experience.

Use of advance Microsoft software programs including Word, Excel, Publisher, Power Point and Access, internet, and permitting software.

Date Reviewed: _____

Zoning Officer

Angela P. Benner, Township Manager