

ZONING/CODE ENFORCEMENT OFFICER

The Zoning/Code Enforcement Officer is responsible for the administration of the Zoning Ordinance, UCC Building Code and code enforcement activities within the Township. The Zoning/Code Enforcement Officer shall coordinate all necessary activities with the various boards, commissions, consultants and other Township personnel in the proper execution of his/her duties. This individual shall remain on-call during the day for emergency inspections. The Zoning/ Code Enforcement Officer is appointed on an annual basis by the Board of Supervisors. Work is performed under the direction of the Township Manager and the Board of Supervisors.

SPECIFIC DUTIES

- A. Administers and enforces all Township Code of Ordinances including the Township Zoning Ordinance.
- Investigates and issues permits.
 - Reviews subdivisions and land development plans for compliance with the Township Ordinances.
- B. Manages, supervises and administers building code enforcement activities under § 401.7 (a)(18) (relating to certification category specifications). Duties include, but are not limited to:
- Management of building code enforcement activities
 - Supervision of building inspectors or plan examiners
 - Authorizing issuance of certificates of occupancy
 - Issuance of building permits
 - Cease & Desist Enforcement Notices
 - Orders to vacate and the initiation of prosecutions.
- C. Serves as liaison for related zoning and/or code enforcement matters between the Township and;
- Lancaster County Planning Commission
 - Elizabethtown Regional Sewer Authority
 - Elizabethtown Area Water Authority
 - Regional police department
 - Fire companies
- D. Prepares, issues and follows through with compliance for the following permits:
- Zoning/Building Permits
 - UCC
 - Occupancy
 - Driveway and street opening
 - Swimming pools

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- Accessory Structures
 - Earth disturbance and Storm Water
- E. Attends, represents the Township, and participates in the meetings of.
- The Zoning Hearing Board
 - Township Planning Commission
 - Board of Supervisors
 - Intermunicipal meetings with other County Municipalities.
- F. Zoning Hearing Board duties
- Assists applicants with the correct information for their hearing application.
 - Directs all applicable documentation to Zoning Hearing Board Chairman for the scheduling of hearing.
 - Turns over to Administrative Assistant for mailings, advertisement and follow through of Zoning Hearing procedure.
 - Attends hearing as representative of Township.
- G. Park Fees-In-Lieu-Of
- Collection of Plan requirements for Lot Park Fees
- H. Assists the Township Engineer
- Review and enforcement of storm water regulations
 - Land Development Plan Review
 - Preparation for Board of Supervisor meetings
 - Preparation for Township Planning Commission meetings
- I. Works with the Financial Manager in the management of Developer Escrow Accounts.
- J. Keeps accurate records of.
- All permit applications approved and/or denied.
 - Subdivision and Land Development plans
 - Code Enforcement/Zoning violations
 - Zoning hearing files
 - Keeps a Zoning Receipt Book with payments of money taken in
- K. Receives inquiries from the public, professional groups and the media by letter, phone or in person and furnishes information or directs the inquiry to the proper source.
- L. Serves as coordinator for the Township, the LCPC and the Township Planning Commission for the review of all subdivision and land development plans; communicates with developers and keeps accurate

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records of the details of plan review; ensures all parties receive applicable communication that records action taken, and agreements reached.

M. Maintains a positive and cooperative attitude with co-workers, Board of Supervisors, and the general public at all times.

M. Performs other related work as required.

DESIRED SKILLS

A. Ability to establish and maintain a solid working relationship with all personnel and the general public.

B. Capable of following instructions and working independently on various tasks.

C. Possesses neat and organized work habits, skillful use of language and good judgment.

D. Ability to completely use office equipment; computer experience would be beneficial.

EDUCATION AND EXPERIENCE

A. High School diploma or equivalent.

B. Minimum of two (2) years' experience in a related field in the public or private sector; ability to read plans and blue prints would be beneficial.

C. Valid Pennsylvania driver's license.