

## **JOB DESCRIPTION:**

### **ZONING OFFICER**

#### **SUMMARY:**

This is an administrative position within the Township. The employee administers and enforces the Jefferson Township Zoning Ordinance. The basic function of the employee is to review plans and applications, received during the permitting process to ensure that they comply with the requirements of the Zoning Ordinance as written. This person acts as the Township liaison to the Planning Commission.

#### **SUPERVISION RECEIVED:**

Works under policy guidance and direction of the Board of Supervisors.

#### **SUPERVISION EXECUTED:**

None; but facilitates coordination between third party Building Inspection Agencies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To administer and enforce all provisions of 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.
- To report regularly to the Board of Supervisors on all aspects of Zoning Enforcement by providing written monthly reports.
- To act as agent for the Zoning Hearing Board solely for the purpose of receiving and transmitting applications requiring action by that board; and for the purpose of enforcing action taken by that board.
- To receive and review all applications for building permits, certificates of use, variances, special exceptions, or a change of use.
- To refer (within the specified timeframe in the Zoning Ordinance), all applications for a variance, special exception, or change of use to the Zoning Hearing Board.
- To refer (within the specified timeframe in the Zoning Ordinance), all applications not requiring action by the Zoning Hearing Board, to the Board of Supervisors.
- To inspect all structures and uses for which a certificate of use is required,
- To identify and register non-conforming uses and structures in the Townships nonconforming use registry.
- To issue occupancy permits for structures which have been constructed or altered in accordance with an approved application.
- The Zoning Officer shall give timely written notice to all applicants on any denial or revocation.

- To refer all new sewer permits/applications to the Jefferson Township Sewer Authority.
- To review and comment on proposed subdivision plans, variances and to refer those plans to the Township Planning Commission.
- To maintain adequate files on all new land development.
- To answer all written complaints where a potential health hazard may exist.
- To investigate any other written complaints when directed by the Board of Supervisors.
- Perform regular patrols of township.

Maintain digital and hard copy records of all documents with the understanding all records are township property.

- To attend schools and seminars on code enforcement when directed by the Board of Supervisors.
- To perform other duties assigned by the Board of Supervisors.

### **MINIMUM QUALIFICATIONS:**

#### **\*Education/Experience/Licenses:**

- High school diploma or equivalent and a minimum
- Minimum of three (3) years of experience in zoning and/or code enforcement is required, five (5) years is preferred.

#### **\*Knowledge, Abilities and Skills:**

- Thorough knowledge of zoning and subdivision regulations.
- General knowledge of building and construction practices.
- Ability to use basic office equipment and have proficient skill level with computers, including proficient use of Microsoft Office for word processing and report generation.
- Ability to read and understand architectural and engineering plans.

#### **\*Licenses: Valid driver's license**