



## **JOB DESCRIPTION: PART-TIME ASSISTANT ZONING & CODE ENFORCEMENT OFFICER**

### **Position Summary:**

This position is responsible for: application and permit processing; final inspections; provides general land use and detailed zoning information to the public; regularly interpret and enforce the Township's adopted codes and related rules and regulations; U & O inspections of curbs and sidewalks; attends monthly Planning Commission Meetings and meet residents to review and provide guidance on zoning, code violations and drainage issues. This position reports to the Director of Planning, Zoning and Code Enforcement.

This role requires critical thinking skills, the ability to multi-task, effectively problem solve, gather and analyze data and make sound judgements.

### **Essential Job Functions:**

#### **Zoning**

- Review, research and approve or deny Zoning Review Applications & sign applications
- Verify each property and application for floodplain issues through FEMA
- Perform final inspections for fences, sheds, patios, driveways, and curb/sidewalks
- Assist contractors with engineered specification requirements for curb/sidewalk installation
- Attends monthly Planning Commission Meetings and drafts minutes
- Provide general land use and detailed zoning information to the public (email, phone & meetings)
- Review of Zoning Hearing Board applications for completeness and accuracy

#### **Code Enforcement**

- Routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations
- Check on each complaint, compare facts to code requirements and issue warnings
- Send violation letters and follow up as well as issue citations with District Court with assistance from the Director of Planning & Code Enforcement
- Appear in District Court for hearings regarding code issues
- U & O inspection of curbs and sidewalks and follow up re-inspections
- Manage Change of Occupancy program
- Respond to water run-off and drainage complaints
- Issue Notice of Violation letters to properties that are directly impacting a neighboring property or a public right-of-way
- Meet with residents to help mitigate any drainage issues

#### **Other Various Duties**

- Assists processing Right-to-Know Requests - research and responses
- Resident response and answering phones and emails as needed
- Front desk back up, taking payments, answering questions, and receiving permit applications
- Works with Public Works Director on any related property maintenance issues/Open Space encroachment areas, etc.
- Other duties and projects as assigned