

Sandycreek Township

Job Description

Title: Zoning Officer

Department: Zoning and Code Enforcement

Reports to: Sandycreek Township Supervisors

Job Overview:

This is an administrative/supervisory position with the Township. The employee administers and enforces the various Township ordinances. This person acts as the Township liaison to the Planning Commission. The Zoning Officer reviews plans and applications to ensure compliance with the requirements of the Zoning Ordinance(s) as written before presentation to and/or in conjunction with the Planning Commission.

Responsibilities and Duties:

- Available to the residents of Sandycreek Township to answer question regarding zoning, zoning ordinances
- Administer and enforce all provisions of the Zoning Ordinance
- Receive and review all applications for zoning permits, certificates of use, variances, special exceptions, or a change of use
- Provide timely notice to all applicants on or of any denial and/or revocation
- May inspect all structures and uses for which a certificate of use is required
- Identify and register non-conforming uses and structures in the Township and non-conforming use registry
- Issues permits and certifications
- Reviews plans for compliance with Subdivision and Land Development Ordinance
- Attends various meetings as requested i.e. Planning Commission
- Report regularly to the Township Supervisors on all aspects of Zoning Enforcement
- Other duties assigned by Township Supervisors

Qualifications/Requirements:

High school graduate or equivalent

Preferred experience in zoning and code enforcement

Basic knowledge of zoning regulations and subdivision regulation

Basic knowledge of building and construction practices

Possess certification and/or certificate of attendance as relates to zoning ordinances and code enforcement and/or willing to attend classes within a year of employment

Skills:

- Be able to use basic office equipment, have a basic skill level with computers and be able to read and understand architectural and engineering plans
- Be able to reason, solve problems and communicate with Township personnel, residents, contractors, vendors, builders, engineers, lawyers, etc. in both written and oral form

Qualifications/Requirements:

- High school graduate or equivalent
- Preferred experience in zoning and code enforcement
- Ability to have efficiency in reading and understanding codes
- Basic knowledge of zoning regulations and subdivision regulation
- Basic knowledge of building and construction practices
- Possess certification and/or certificate of attendance as relates to zoning ordinances and code enforcement and/or willing to attend classes within a year of employment
- The employee must be able to walk, hear, see, speak, and move 25 pounds from one location to another, use a phone, computer, climb up and down ladders and stairs. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold. The employee must be able to drive a car.
- Valid PA driver's license