**Sandy Township Supervisors**

 P.O. BOX 267 • DUBOIS, PA 15801 • PHONE (814) 371-4220 • E-MAIL info@sandytownship.net

**Job Description: SANDY TOWNSHIP PLANNER/ZONING OFFICER/CODE ENFORCEMENT OFFICER**

1. **Nature of Work**

The planner/zoning officer/code enforcement officer exercises independent judgment on planning, zoning, and code enforcement matters. The employee performs difficult professional and responsible administrative work in the development and administration of planning and community development activities for Sandy Township, makes zoning determinations and issues zoning permits, and conducts work related to code enforcement services; does related work as required. Work is performed under the general supervision of the Township Manager.

The planner/zoning officer/code enforcement officer is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

1. **Essential Job Functions**
* Review properties and provide enforcement related to ordinance compliance for property maintenance issues including but not limited to high grass & vegetation overgrowth, the accumulation of junk and debris; dead trees; motor vehicle nuisances, and trash collection;
* Review properties and provide enforcement related ordinance compliance for zoning issues including but not limited to permitted uses and signage;
* Review zoning applications, conduct inspections, collect fees, and issue zoning permits;
* Review properties and provide enforcement related to the stormwater ordinance;
* Hear and makes investigations of complaints, takes appropriate action;
* Provide interaction with residents and business owners related to the procedure which includes a verbal notice and written notices;
* Prepare citations for violations, prepare evidence and attend the court hearing;
* Organize and maintain good records for all inspections and violations;
* Interpret local ordinance for the public;
* Prepares a variety of reports on inspection and code compliance matters;
* Uses discretion and authority to bind applicants on planning matters;
* Provides consultation and expert opinion to management and various governmental bodies;
* Uses discretion to waive or deviate from established procedures when necessary;
* Carries out major assignments;
* Plans short and long term objectives to improve planning processes;
* Coordinates all planning and zoning applications;
* Reviews and permits home occupation requests;
* Updates Comprehensive Plan;
* Conduct meetings and assist applicants through the planning processes;
* Manage special projects and grant projects, prepare and maintain required records and files;
* Prepare grant applications and submit to appropriate agencies;
* Serves as staff support for the Planning Commission and Board of Supervisors;
* Processes rezoning requests, responds to citizens, contractors and developers;
* Coordinates sewage planning with sewage enforcement officer and PA DEP;
* Assists with economic development activities;
* Coordinates building permitting and inspection activities;
* Attend Planning Commission meetings;
* Attend Board of Supervisors Meetings as required;
* Perform other duties and responsibilities as assigned by the township.
1. **Required Minimum Training and Background**

Applicants for the position must have a minimum of a bachelor’s degree in planning, public administration, or a related field or equivalent educational experience.

Thorough knowledge of the principles and practices of the municipal planning code, property maintenance, and zoning code enforcement; thorough knowledge of minimum housing, signs, and related regulations; ability to establish and maintain harmonious relationships with other employees, government officials, and the general public; ability to present facts and recommendations effectively in oral and written form, firmness and tact in enforcing codes and ordinances. Ability to gather, analyze and evaluate facts and to prepare concise and informative reports. General knowledge of computer and networking systems, software and programs.

1. **Special Requirements**
* Bachelor’s degree in planning, public administration, or related field or equivalent educational experience
* Possess a current and valid Pennsylvania Motor Vehicle Driver’s License
1. **Necessary Knowledge, Skills and Abilities**
2. Thorough knowledge of the municipal planning code.
3. Considerable knowledge of zoning and code enforcement regulations.
4. Ability to gather facts and write concise reports.
5. Ability to communicate effectively orally and in writing.
6. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.
7. Ability to exercise sound judgment in evaluating situations and in making decisions.
8. Ability to receive and give verbal and written instructions.
9. Must be a United States citizen.
10. Ability to write, read, and speak the English language fluently.
11. **Selection Guidelines**

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

1. **Tools and Equipment**

Municipal vehicle, survey equipment, measuring equipment, cellular telephone, first aid equipment, personal computer, camera, and other equipment/tools or other items as may become available and deemed helpful in the execution of planner/zoning officer/code enforcement officer duties.

1. **Work Environment**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

1. **Probationary Period**

Any person appointed to the planner/zoning officer/code enforcement officer position shall be subject to a six-month probationary period. The Township Manager shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent appointment at the end of the probationary period.