

**EAST DONEGAL TOWNSHIP
ZONING/CODE ENFORCEMENT OFFICER**

JOB SUMMARY:

This hybrid position combines the duties of a Zoning Officer, Building Code Official (UCC Administrator), Construction Code Official, and Floodplain Administrator. The role involves technical, administrative, and enforcement tasks including reviewing permit applications, conducting field inspections, overseeing compliance with Township ordinances, managing stormwater and floodplain regulations, and representing the Township in hearings and court proceedings. The officer also coordinates with engineering consultants and third-party inspection agencies, provides guidance to residents and applicants, and prepares reports for the Board of Supervisors.

REPORTS TO: Township Manager

BASIC DUTIES AND RESPONSIBILITIES:

Reviews and replies to questions pertaining to the Township Zoning Ordinance and the administration of zoning and building permit requirements.

Reviews completed building and zoning permit applications, assuring compliance with ordinance requirements. Issues or denies permits depending on compliance. Assists applicants in completion of forms and submissions to third-party inspectors.

Performs updates of Geographic Information System (GIS) using data obtained from Lancaster County GIS Department and associated Contractors. Compares data presented on permit applications with information on County GIS system and ensures accuracy with any recorded subdivision or land development plan.

Receives and reviews all Zoning Hearing Board applications and processes the required paperwork in accordance with the requirements of the Township Zoning Ordinance and the Municipalities Planning Code. Prepares all legal advertisements and posts properties as required. Prepares agenda for Zoning Hearing Board meetings. Attend all Zoning Hearing Board meetings.

Receives and investigates complaints regarding zoning violations. Notifies property owners by phone, in person, or by mail of violations. Attempts to resolve complaints by explaining

ordinances and working cooperatively with violators. Initiates legal proceedings in a court of proper jurisdiction where complaints cannot be resolved voluntarily.

Oversees third-party inspection program for building code compliance. Works closely with third-party inspection companies to facilitate permitting process.

Issues use and occupancy certificates upon completion of projects, subject to compliance with Township ordinances and regulations. Ensures that all requirements for occupancy have been met prior to issuance of certificate, including approvals by other Township officials, if relevant.

Prepares monthly reports relating to zoning and building permit activity for review and approval by the Board of Supervisors. Reports on complaints received and actions taken.

Conducts zoning inspections in accordance with approved permits and plans to ensure compliance with applicable codes. Operates Township vehicles in inspection and enforcement activities.

Receives and reviews all Uniform Construction Code Appeal applications and processes the required paperwork in accordance with the UCC. Communicates with UCC Hearing Board members, prepares all legal advertisements, and attends appeal hearings.

Maintains files of permits, records, maps, and ordinances as necessary to properly administer and enforce ordinances.

Issues permits in accordance with the Township 2014 Stormwater Management Ordinance and the Township 2016 Stormwater Management Amendment. Evaluates requests for exemptions from stormwater planning. Advises property owners in planning and installation of stormwater management facilities. Coordinates with consulting engineers as needed in review of applications and projects.

Ensures compliance with the Township's Stormwater Management Ordinance and MS4 Permit Requirements.

Investigate complaints about stormwater runoff, develop corrective recommendations, and enforce compliance with stormwater regulations.

Function as a liaison to the Township's engineer, coordinating stormwater inspections to ensure compliance with approved plans, and developing and implementing public education and participation programs on stormwater quality to raise awareness and promote compliance.

Observes best management practices (BMP's) throughout Township. Identifies failure to maintain BMP facilities. Assists in public education and outreach program for stormwater management through individual conversations.

Investigates reports of illegal activities such as burning of recyclable materials, illegal dumping, illicit stormwater discharge, illegal building practices, development and installation of building, zoning, and stormwater facilities in violation of approved plans. Initiates and pursues enforcement action against violators of local and state law as needed. Represents Township in legal and court proceedings.

Inspects structures damaged by storms, fires, or accidents. Condemns and posts buildings if necessary. Coordinates with emergency responders and building inspectors to ensure structural integrity of buildings prior to occupancy.

Oversees Permit Manager and CS Datum programs, trains other employees in use of programs as it relates to their area of responsibility. Ensures that property-related documents are scanned and linked to property files in Permit Manager. Generates reports and maps.

Reviews incoming subdivision, land development, major land disturbance, and conditional use plans and provides input, particularly relating to compliance with zoning requirements. Assigns address numbers to new properties and forwards to United States Postal Service and Lancaster County Emergency Communications for review, comment, and data entry purposes.

Reviews approved Subdivision/Land Development Plans and creates new property files prior to Tax Parcel assignments being issued. Upon receipt of Tax Parcel assignments, property files are edited with updated information.

Represents the Township at meetings, seminars and training sessions as assigned.

SKILLS AND REQUIREMENTS:

Possession and ongoing maintenance of a valid Pennsylvania Driver's license.

Comprehensive knowledge of the English language including grammar, punctuation, spelling, and speaking.

Knowledge of the laws, regulations, and requirements applicable to Townships of the Second Class, including the Municipalities Planning Code, Act 167, Act 537, and the 2nd Class Township Code.

Ability to read and interpret applicable ordinances, laws, plans, procedures, and policies and to explain them to others, both orally and in writing.

Ability to read, interpret and enforce statutes, ordinances, and regulations firmly, tactfully, and impartially.

Ability to learn and explain to others the regulations, restrictions, and standards which may be complex or subject to misinterpretation.

Ability to establish and maintain effective and congenial working relationships with associates and the public.

Ability to prepare clear reports and keep accurate records. Ability to plan and schedule work efficiently and perform duties without supervision.

Maintain certification as a Building Code Official.

Ability to work flexible hours with some evening meetings and work, as well as emergency response when required.

PHYSICAL REQUIREMENTS:

- Ability to walk, crouch, climb, push, pull, reach, stretch, kneel, bend.
- Ability to perform inspections in outdoor environments.
- Ability to safely operate Township vehicles during inspections and enforcement duties.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.