



TOWNSHIP OF EAST GOSHEN

TITLE: ASSISTANT ZONING/CODE ENFORCEMENT OFFICER
FTE/PTE/OTHER: FULL-TIME
DEPARTMENT: BUILDING AND CODES
LOCATION: ADMINISTRATION BUILDING
DIRECT SUPERVISOR: DIRECTOR OF CODE ENFORCEMENT

POSITION SUMMARY:

PRIMARY RESPONSIBILITIES:

East Goshen Township is searching for a candidate to assume the responsibility of the enforcement of local zoning, property maintenance, rental/resales, and stand-alone codes and ordinances within the Township. The position calls for the ability to clearly review permit applications and plans, inspect project sites, as well as quickly and clearly respond to general questions, comments, and complaints from the residents, business owners, consultants, stakeholders, and contractors of the community. The ideal candidate will possess a combination of technical expertise and proficiency, as well as exceptional communication and problem solving skills with the ability to manage people and situations of all types and temperaments. This is a full time position under the Director of Code Enforcement.

The workload of this position involves a range of diversified duties which requires both office/administrative work, as well as inspections in the field. The role of this position will be a direct representative of East Goshen Township, therefore must maintain a professional appearance, behavior, and work ethic at all times and through many challenging situations. It is critical for the employee to clearly and effectively communicate, both orally and in writing, to constructively assist and direct residents, contractors, consultants, etc. in a professional and reasonable manner. The position demands intensive knowledge of zoning ordinances and the ability to enforce local regulations such as for signs, and property maintenance codes. General familiarity with the functions of local government including legal processes, construction methods, and building, plumbing, mechanical codes is highly desired.

ESSENTIAL DUTIES:

- Act as a direct representative for East Goshen Township to assist and answer any questions in regard to Township Code requirements.
- Enforce setbacks, impervious coverage requirements, lot width, height requirements,

and use standards of the Zoning Ordinance during the building process.

- Ensure that any additional building criteria approved by Special Exception, Variance and/or Conditional Use is adhered to.
- Enforce property maintenance, rental and resales, and sign regulations.
- Review zoning permit applications for compliance with municipal codes and provide necessary documentation of permit approvals and disapprovals for communication to the applicants.
- Performs required zoning, resale, and rental inspections.
- Prepare reports and presentations regarding zoning permit activities.
- Discuss zoning permit applications with citizens and contractors.
- Investigate complaints and issue violation notices.
- Issue citations.
- Attend hearings and other court proceedings.
- Maintain permit files and information.
- Recommend code updates and new municipal regulations.
- Any other activity as required by the Township Manager as a municipal employee.

SECONDARY RESPONSIBILITIES:

- Attendance at Zoning Hearing Board meetings
- Act as liaison to the Zoning Hearing Board
- Coordinate permit processing with Permit Coordinator
- Resale application processing, data entry, and tracking
- Rental application processing, data entry, and tracking
- Rental and Resale monthly invoicing, processing, and payment receiving.
- Scanning closed permits and filing
- False alarm processing, invoicing, data entry, and tracking

SUPERVISION:

Operates under supervision of the Director of Code Enforcement to accomplish position's responsibilities.

PHYSICAL REQUIREMENTS:

Stand, walk, climb, bend and reach all levels

Possess exceptional vision

Lift and/or move up to 30 pounds

Ability to walk on steep and uneven terrain

The ability to inspect situations of all conditions and all environments, including woodlands, swamps, active construction sites, and along busy roadways.

ENVIRONMENTAL REQUIREMENTS:

Work is frequently performed alone and involves travel to project work sites in a variety of weather conditions. The nature of the position involves frequent interruptions and requires the ability to multi-task on many situations. Due to the frequent dealings with responding to upset and emotionally charged individuals, customer service skills are a paramount of this position. The candidate should possess the ability to work well with others, as well as demonstrate exceptional patience and control in heated situations.

EXPERIENCE/EDUCATION/TRAINING/ABILITIES:

- Must have a valid Pennsylvania driver's license.
- General knowledge of applicable building codes and standards.
- Must demonstrate a working knowledge of municipal zoning.
- Thorough knowledge of inspection practices and procedures.
- Working knowledge of stormwater management regulations and practices.
- Knowledge of the geographical features of the township.
- Ability to communicate effectively in writing and orally.
- Ability to read plans, maps, ordinances and technical documents.
- Ability to physically view construction and other sites for code
- The township will provide "hands on" training and technical training when available.
- Continuing education may be required.
- Must demonstrate a working knowledge of Microsoft Office (Word, Excel, and Outlook)
- Must have High School Diploma or equivalent.
- Must have a minimum of two years of experience in zoning or similar position.
- Ability to obtain PA Certified Zoning Officer within 3 years from start date.

DISCLAIMER:

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

SUPERVISES: N/A.

REQUIRED LICENSES, REGISTRATIONS, OR CERTIFICATIONS: None

FLSA STATUS: Non-Exempt, Full-time

OTHER DUTIES: As assigned.

HOW TO APPLY:

Applicants should submit a cover letter, resume and three (3) professional references all as ONE (1) document package via email (attached as PDF) to ddavis@eastgoshen.org or a hard copy via US mail to: East Goshen Township, Attn: Township Manager, 1580 Paoli Pike, West Chester, PA 19380, by **5:00 PM, Tuesday, December 5, 2023**. East Goshen Township is an Equal Opportunity Employer. No phone calls please.

Candidates must be legally authorized to work in the U.S. without sponsorship now or in the future.