

## NEW BRITAIN TOWNSHIP

**Job Title:** Planning and Zoning Officer

**Date:** March 2019

**Department:** Administration

**Status:** Regular, Fulltime

**Incumbent:** Vacant

**Supervisor:** Manager

### **Position Summary:**

The Planning and Zoning Officer (PZO) is responsible for enforcement and application of established Township zoning, land development and subdivision ordinances. In addition, the PZO is responsible for staffing the Planning Commission, Zoning Hearing Board and for other duties as assigned. The PZO reports directly to the Township Manager.

### **Examples of Work – This is not an exclusive list but merely a few examples:**

Responsible for the overall administration and enforcement of the zoning ordinance and the subdivision and land development ordinance.

Accepts and reviews zoning permit applications. Determines compliance with the provisions of the zoning ordinance and completeness of the applications. Forwards approved zoning applications to the Building Code Department as needed for their review. Works closely with Code Enforcement Officer to ensure timely review of building permit applications. After application reviews, notifies applicants in writing of zoning permit decisions. Zoning permits are then updated to the MuniLogic system.

Issues the appropriate land-use permits when all provisions of the ordinance are in compliance and maintains a complete file of permits issued in the MuniLogic system. Notifies applicants in writing when the proposed uses are not in compliance with ordinance standards, and assists with appropriate alternative procedures, appeals, or any other administrative remedies necessary to attain compliance.

Provides all necessary documentation to Zoning Hearing Board for appeals of zoning permit denials. Ensures that all advertisements, notifications and postings are made in compliance with legal requirements.

Reviews incoming subdivision and land development applications for compliance and completeness. Initiates Contract for Professional Services Agreements. Forwards applications to appropriate agencies and professionals. Maintains MPC time clock and applicant fields. Field inquiry calls as needed.

Assists Township residents and general public with questions and concerns regarding ordinances and permit process. Enforces Township maintenance codes and ordinances. Follows up on enforcement complaints.

Performs inspection duties to insure land use changes are in compliance with the zoning ordinance. Identifies, inventories, and monitors nonconforming uses.

Conducts technical reviews, site inspections, and makes staff reports on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.

Investigates alleged violations of the ordinance and advises landowners/applicants of necessary corrective measures. Keeps inventory of said violations including dated photographs and/or other evidence, including updates of same to MuniLogic system. Investigates complaints, makes reports of field inspections, and may consult with the Township's Solicitor and plaintiff in prosecution of code violators. Testifies in Court when necessary.

Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms and may propose solutions to any problem encountered in administering the zoning ordinance.

Prepares, publishes, posts, sends and/or delivers public notes for meetings and zoning hearings as required by the MPC.

Prepares Zoning Hearing Board agendas, narratives and meeting packets. Represents Township at evening Zoning Hearing Board hearings. Informs applicants of Board decisions.

Prepares agendas and meeting packets and regularly attends evening Planning Commission meetings. Responsible for follow-up work. Prepares and distributes meeting minutes as necessary.

Record development and subdivision plats at the Bucks County Courthouse; notify applicants of status.

Prepare and submit to Central Bucks School District monthly report on development activity under Act 97 of 2012.

Maintain the plan approval book.

Maintain Sewage O&M Agreements and sewage system files; send out yearly letters, maintain files, update spreadsheet.

Answers incoming telephone calls in a courteous manner and assists residents with service requests as needed.

Type correspondence, reports and/or permits, etc. as needed.

Sort, open and distribute mail daily as needed. Receipt incoming fees and deposit fees in Township safe. Order office supplies as necessary.

Administers and follows procedures and policies established for the Township.

Performs other related duties as required.

**Essential Functions:**

To maintain a positive public service attitude at all times.

Ability to pay close attention to details and have excellent organizational skills.

Ability to prioritize and schedule work load appropriately to meet deadlines.

To be punctual and maintain regular attendance at work.

Ability to work independently with little supervision.

Ability to establish and maintain effective working relationships with co-workers, township residents, the general public, etc.

Ability to courteously answer resident questions or address resident concerns.

To advertise Township meetings as required by the Second Class Township Code.

To attend evening meetings and record minutes as required.

To effectively follow MPC regulations for subdivision and land development time clocks.

To maintain accurate developer files.

To keep Township Manager informed of zoning, planning, land preservation and other pertinent issues.

**Job requires the physical ability to do the following:**

To see and hear. To function in activities involving walking, bending, reaching, climbing stairs and driving a vehicle. To sit, stand, and walk from one place to another

To lift and carry up to 15 lbs.

To speak and write English fluently

**Required knowledge, skills, and abilities:**

Ability to read, and analyze and interpret maps, development plans, etc.

Ability to prioritize work and solve problems.

Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies, etc.

Ability to read legal descriptions and similar pertinent documents to zoning administration.

General knowledge of construction and construction terms as appropriate to zoning reviews.

Experience using word processing and spreadsheet software.

To accurately type a minimum of 45 wpm.

**Minimum Qualifications:**

A high school diploma and two years secretarial experience; or three to five years related experience and/or training; or equivalent combination of education and experience, municipal experience preferred.

Use of advanced Microsoft software programs including Word, Excel, Publisher, Power Point and Access, internet.

**New Britain Township**  
**Benefits Package for New Hires**  
*Effective 01/01/2011*

**Vacation**

Length of Service

One to Five Years -10 days (prorated the first year)  
Six to Ten Years- 15 days  
Eleven Years and after- 20 days

**Holidays**

New Years Day	Veteran's Day
Washington's Birthday	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Day before Christmas
Memorial Day	Christmas Day
July 4 <sup>th</sup>	One Personal Holiday
Labor Day	

**Sick Leave**

10 per year - may be accumulated up to 20 days annually. Unused sick leave over 20 days will be paid to the employee annually at half-time rate.

**Personal Leave**

3 days per year - may not accumulate.

**Health Insurance**

Fully paid for employee. Optional 50% premium for dependents. Employee is responsible for remaining 50% of premium, paid through payroll deduction.

**Dental**

Fully paid for employee. Optional 50% premium for dependents. Employee is responsible for remaining 50% of premium (with full medical coverage), paid through payroll deduction.

**Health Reimbursement Plan**

Out of pocket medical, dental and vision costs up to \$1,500.00 per year per employee.

**Short-term Disability Insurance, Long-term Disability Insurance, Life Insurance**

**Pension Plan**

Mandatory 5% Employee Contribution

**457 Deferred Comp Plan**

Voluntary Employee Contribution, with up to a \$1,000 Employer annual match (\$250/quarter)



PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

New Britain Township  
Bucks County, PA

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

CDL Applicants Only:

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?

How many? \_\_\_\_\_

Have you had any moving violations during the past three years?

How Many? \_\_\_\_\_

OFFICE ONLY

Typing  Yes  No \_\_\_\_\_ WPM

10-key  Yes  No

Word Processing  Yes  No \_\_\_\_\_ WPM

Personal Computer  Yes  No PC

Other \_\_\_\_\_

Mac

Skills \_\_\_\_\_

Please list two work-related references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes     No  
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?       Yes     No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five years** beginning with your most recent job held.  
 If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			



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		From	Start
		To	Final
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		From	Start
		To	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?     Yes     No

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PLEASE READ CAREFULLY

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by New Britain Township, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Township practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of New Britain Township, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Township Manager or designee. Both the undersigned and New Britain Township may end the employment relationship at any time, without specified notice or reason. If employed, I understand that New Britain Township may unilaterally change or revise their benefits, policies and procedures.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the New Britain Township permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release New Britain Township from any liability because of such contract.

I also understand that (1) New Britain Township has a drug and alcohol policy that provides for pre-employment testing; (2) New Britain Township will require a pre-employment physical based upon the essential functions of the applicable position; (3) New Britain Township will conduct reference and criminal background checks based upon the information provided; and (4) certain positions with New Britain Township will require that the employee be subjected to routine random drug testing. I agree to hold harmless New Britain Township for any reasonable and necessary information relevant to the employment process.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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New Britain Township is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Township depends solely on your qualifications.

Thank you for completing this application form and for your interest in our Township.