

Westtown Township

Job: Planning Technician

Description and Profile: This position reports to the Director of Planning & Zoning, and has the responsibility of assisting township staff with various permitting, zoning, code enforcement, and infrastructure programs.

Duties and Responsibilities:

- Assist with zoning permit applications
- Administer township code enforcement activities
- Assist with administering subdivision and land development applications from inception through construction
- Review and approve grading and stormwater management permit applications
- Manage the On-lot Sewage Management Program, including data recording from inspection reports, analyzing data, field work, follow-up on identified repairs, monitoring pump schedules, and program enforcement
- Manage the MS4 Program
- Aid with transitioning a variety of parks, buildings, and road improvements projects from design to construction
- Prepare detailed project scopes of work
- Prepare requests for qualifications and requests for proposals
- Coordinate the activities of consultants throughout project design, permitting and construction management

Expertise and Proficiencies:

- Self-starter who can maintain a consistent and constant workload with minimum oversight
- Verbal and written communication skills to interface with township residents and property owners
- Technical and analytical skills
- Proficiency with reading and understanding plans for subdivisions, land developments, and public works improvement projects for roads, sewers and parks
- Ability to start and finish projects in a timely manner
- Technical knowledge of on-lot sewage systems
- Technical knowledge of stormwater management permitting
- Ability to systematically analyze problems and concerns
- Organizational and follow-up skills
- Ability to effectively manage time
- Ability to confidently work with township vendors to ensure completed projects
- Computer proficiency in Microsoft Office (Excel, Access, Word, and PowerPoint)
- Familiarity with document management software
- Familiarity with Chester County GIS Mapping
- Ability to perform field work when required
- Possession of a valid Pennsylvania Driver's License

Education and Qualifications:

- Degree in land planning, civil engineering, surveying, or landscape architecture
- 2 to 4 years of work experience
- Project management experience