

# Westtown Township

**Job: Planning/Zoning Coordinator**

**Description and Profile:** The Planning/Zoning Coordinator will assist township staff with various permitting, planning, zoning, code enforcement, and infrastructure programs.

**Duties and Responsibilities:**

- Assist with zoning permit applications
- Administer township code enforcement activities
- Review subdivision and land development applications
- 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 Municipal Separate Storm Sewer Systems (MS4) Program
- Assist with parks, buildings, and road improvements projects from design to construction
- Prepare detailed project scopes of work
- Prepare requests for qualifications and requests for proposals
- Work directly with the Township Manager on completing programs and projects

**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 contractors
- Proficiency with reading and understanding plans for subdivisions, land developments, and public works improvement projects for roads, sewers and parks
- 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:**

- Bachelor of Science degree preferably in either public administration, civil engineering, surveying, landscape architecture, land planning or relevant experience
- Project management experience