

BRIGHTON TOWNSHIP JOB DESCRIPTION

EMPLOYEE NAME:

JOB CLASSIFICATION: ZONING AND LAND DEVELOPMENT COORDINATOR

JOB RESPONSIBILITIES/DUTIES:

1. Serves as the Township Zoning Officer and administers and enforces the Township Zoning Ordinance by interpreting and applying zoning regulations; responding to inquiries from residents, developers, businesses, and design professionals; reviewing development proposals for zoning compliance; and providing guidance regarding zoning, land development, subdivision, stormwater management, floodplain management, Act 537 planning, and other related Township ordinances and regulations.
2. Reviews zoning and building permit applications for compliance with Township ordinances and applicable regulations; issues or denies zoning permits; assists applicants with permit requirements; and coordinates submissions with the Township's third-party Building Code Official and inspection agencies.
3. Administers the Township's land development review process by reviewing applications for completeness and compliance with submission requirements; coordinating technical reviews by the Township Engineer, professional consultants, and other reviewing agencies; serving as the primary point of contact for applicants; preparing materials for Township boards and commissions; tracking review comments and conditions of approval; and ensuring compliance with Township ordinances and the Pennsylvania Municipalities Planning Code.
4. Serves as staff liaison to the Planning Commission and Zoning Hearing Board by coordinating application processing; preparing agendas, meeting packets, supporting materials, and meeting minutes; advertising public hearings; posting properties as required; attending meetings; maintaining official records; documenting board actions and conditions of approval; and ensuring compliance with the Pennsylvania Municipalities Planning Code.
5. Investigates complaints regarding zoning violations; conducts inspections; issues notices of violation; works cooperatively with property owners to achieve voluntary compliance; and initiates enforcement actions and legal proceedings when necessary
6. Conducts inspections, both self-directed and in response to resident complaints, related to property maintenance, public nuisance, and related Township ordinances; issues notices of violation; initiates enforcement actions and legal proceedings when necessary; performs follow-up inspections; coordinates property remediation when authorized; and coordinates lien filings and cost recovery procedures with other Township staff.
7. Conducts final zoning inspections and issues Use and Occupancy Certificates after verifying compliance with approved plans/applications, Township ordinances, and applicable agency approvals.

8. Administers the Township's Small Project Stormwater Management Plan review process by interpreting Township stormwater management regulations; responding to inquiries from property owners, contractors, and design professionals; assisting applicants with application requirements and submissions; reviewing applications for completeness; coordinating technical reviews with the Township Engineer; conducting inspections of stormwater facilities as needed; and ensuring compliance with approved plans and Township ordinances.
9. Administers Uniform Construction Code Appeal applications by coordinating submissions with the Township's appointed Appeals Board through the Beaver County Regional Council of Governments, preparing required documentation, and attending appeal hearings.
10. Coordinates with the Township Engineer, Solicitor, Building Code Official, consultants, emergency services, utility providers, county agencies, and other governmental organizations regarding development applications, enforcement matters, and regulatory compliance.
11. Maintains official records, permits, maps, plans, enforcement files, and land use databases; prepares monthly and annual reports regarding permitting, development activity, code enforcement, and other departmental activities.
12. Researches and pursues grant funding opportunities to support Township projects and initiatives by preparing, submitting, and administering competitive grant applications, while ensuring compliance with funding requirements and reporting obligations.
13. Assists in the preparation, review, and revision of zoning, subdivision and land development, stormwater, floodplain, and related ordinances to ensure consistency with state law, planning objectives, and best practices.
14. Assists with implementation of the Township Comprehensive Plan, official map, and other long-range planning initiatives.
15. Presents reports, recommendations, and project summaries to the Board of Supervisors, Planning Commission, and other public bodies regarding zoning, land development, and code enforcement matters.
16. Serves as the primary point of contact for residents, property owners, developers, architects, engineers, surveyors, and contractors regarding land use, permitting, and development processes.
17. Maintains electronic permitting systems and document management systems to ensure accurate and accessible land use records.
18. Performs other related duties as assigned or required to support Township operations and compliance with applicable laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the Pennsylvania Municipalities Planning Code (MPC), Second Class Township Code, Uniform Construction Code, Act 537, Stormwater Management Ordinance, Floodplain Management Ordinance, Subdivision and Land Development Ordinance (SALDO),

Zoning Ordinance, and other applicable federal, state, and local laws governing land use and development.

2. Knowledge of public meeting procedures, legal advertising requirements, records management, and board and commission administration.
3. Knowledge of grant research, application, administration, and reporting practices is desirable.
4. Skill in reviewing permit applications, development plans, construction drawings, surveys, and supporting technical documents for completeness and compliance with applicable regulations.
5. Skill in researching, interpreting, and applying statutes, ordinances, regulations, policies, and technical standards.
6. Skill in preparing clear, concise correspondence, reports, meeting agendas, minutes, legal notices, and other official documents.
7. Skill in using personal computers and Microsoft Office applications, including Word, Excel, Outlook, and electronic permitting or document management systems.
8. Ability to interpret and consistently enforce ordinances, regulations, and policies with fairness, professionalism, and impartiality.
9. Ability to explain complex zoning, land development, and permitting requirements to residents, contractors, developers, engineers, architects, attorneys, and public officials in a clear and courteous manner.
10. Ability to coordinate complex development review processes involving multiple departments, consultants, and reviewing agencies.
11. Ability to exercise sound judgment, maintain confidentiality when appropriate, and make independent decisions consistent with Township policies and applicable laws.
12. Ability to communicate effectively both orally and in writing, including public presentations before the Board of Supervisors, Planning Commission, and Zoning Hearing Board.
13. Possession of a valid Pennsylvania driver's license throughout the course of employment and operate Township vehicles and equipment safely and in accordance with applicable safety policies and procedures.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Public Administration, Urban or Regional Planning, Engineering, Community Development, Geography, Construction Management, or a closely related field is preferred.
- The Township will consider candidates with any equivalent combination of education, training, certifications, and progressively responsible experience that demonstrates the knowledge, skills, and abilities necessary to successfully perform the job responsibilities/duties of the position.

- Municipal experience involving zoning administration, land development review, code enforcement, permitting, planning, engineering, or related regulatory functions is strongly preferred. Experience working with the Pennsylvania Municipalities Planning Code (MPC), Uniform Construction Code (UCC), and local land use ordinances is highly desirable.

PHYSICAL DEMAND/WORK ENVIRONMENT:

- Ability to walk, crouch, climb, push, pull, reach, stretch, kneel, bend.
- Ability to perform work/inspections outdoors where employee is subject to inclement weather conditions including rain, snow, high temperatures or cold weather.
- Ability to attend evening meetings.

MANAGEMENT RIGHTS:

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

TOWNSHIP APPROVAL:

Signature

Date

EMPLOYEE ACKNOWLEDGMENT:

Signature

Date

Board Adoption August 10, 2026