Position Title: Assistant Director of Licenses & Inspections
Reports To: Director of Licenses & Inspections

1. SUPERVISED BY: This position is supervised by the Director of License and Inspection.

2. SUPERVISES: Employees in Licenses & Inspections Department.

3. JOB IS: Full Time

4. WORK SCHEDULE: Monday – Friday from 9:00 a.m. to 4:30 p.m

5. SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements has been made with the supervisor.

6. EFFECTIVE DATE: August 3, 2020

7. GENERAL SUMMARY: The Assistant Director of License & Inspection supports Director of License and Inspection in the responsible for the protection of persons and property within the Township through the general administration and enforcement of zoning, subdivision, building and related structural and land codes. The Assistant Director oversee the function of Plan reviews.

8. MINIMUM REQUIREMENTS TO HOLD THIS POSITION:
   A. Education and Experience:
      - College degree in Business, Finance, or related field, preferred. Master degree, preferred.
      - Engineering License, preferred.
      - Prior experience in government or financial industry, preferred.
      - Experience as a Zoning officer, strongly preferred.
      - Certificates in the State Building code programs which includes plan review.

9. ESSENTIAL JOB RESPONSIBILITIES:
   (Fundamental abilities required to hold this job Section 5.16 & 5.06 Ordinance 2532)
   - Plan and Permit review certifications and experience, strongly preferred.
   - Must have an acceptable and professional manner
   - Must have the maturity and poise to work with the public.
   - Enforce and administer zoning, subdivision, building, electrical, demolition and such other related structural and land use codes as may be enacted by law or ordinance.
   - Issue such licenses and permits as may be required by law or ordinance
   - Provide for inspection and related procedures to assure proper maintenance and repair of sidewalks in accordance with Township Ordinances: and
   - Enforce the orders of the Zoning hearing board
11. PHYSICAL DEMANDS OF THE JOB:

I. During the ENTIRE workday, this job requires the physical ability to:
   A) Sit for up to: 3.5 hours
   B) Stand for up to: 2 hours
   C) Walk for up to: 1 hours

II. Job requires the physical ability to PUSH or PULL up to thirty (30) pounds occasionally.

III. This role requires the physical ability to use a phone and computer. Job requires the physical ability to function in activities involving:
   A) FREQUENTLY: Bending, climbing, reaching, and being around files and people. May be exposed to dirt dust and fumes
   B) CONTINUOUSLY: deal with people and the general public