

## Planning Technician Job Duties:

### Routine Tasks:

- Become familiar with the TRAISR system to expand module usage.
- Update parcel layer in GIS with real estate transactions with data from the Westmoreland County monthly deed transfer report.
- Enter plan information into the GIS/TRAISR as plans come in for tracking purposes.
- Help Planning & Zoning Director review plans.
- Assign addresses for new plans.
- Enter new address information into the GIS address layer.
- Prepare letter for Post Master listing assigned addresses per lot.
- Digitize new plans into the GIS system.
- Once plan is digitized enter information into the parcels file and roads file that you can get from the plans.
- Rezoning requests require the preparation of letters of notification and maps to any property owner within 200 feet of property of requested property to be rezoned. Also need to prepare public hearing notice to be advertised in the Tribune Review (request to be advertised 2 weeks and one week before the meeting date). Also, prepare public hearing posters and post around property to be rezoned at least a week in advance.
- Meet with public regarding planning and property questions and create maps and data for them as needed.
- Answer telephone questions regarding planning, projects, property questions, etc.
- Update/Add new data (shapefiles) to GIS as needed.
- Create maps for staff and/or consultants as requested.
- Help assist staff with GIS questions and issues.
- Track new decorative street light districts that developers want to turn over to the Township. Verify lights have been installed per Township standards, calculate cost per foot based on frontage and current pole cost, submit assessment to tax office and add information to yearly tax levy ordinance that is approved by the BOC.

Monthly Tasks:

- Prepare building permit reports for Census Bureau, McGraw Hill Construction Company, and the public.
- Prepare Planning & Zoning monthly report through TRAISR.

Stormwater Projects:

- MS4 (Municipal Separate Storm Sewer System): Review scheduled plan of action from Township Engineer. Screen outfalls twice/year for illicit discharges.
- Compile reports from TRAISR showing monthly progress of BMPs and cleaning of inlets and stormwater detention ponds performed by the Public Works Department.
- Assist the Township Engineer with MS4 tracking records to be submitted to DEP in annual report.
- Assist the Township Engineer and Building Inspectors with compiling Stormwater O&M agreements when an on-lot stormwater system is required.

Miscellaneous:

- Develop a business database and shape file for the GIS.
- Work on creating sign inventory.
- Assist on inspections in the field when needed.
- Continue to update the GIS by using the GPS locating for manholes, outfalls, catch basins, etc. when new developments are built.
- GPS all fire hydrants and light poles in Township and add information to GIS.
- Work with Parks Director and GPS park trails and create maps for public.
- Work with NHTMA on getting sanitary line GIS layers for our system.
- Assist the Planning Director with research to update the Township Comprehensive Plan.
- Cover Planning Commission and Board of Commissioner meetings in the absence of the Planning Director.