BOROUGH OF GETTYSBURG

DEPARTMENT OF
PLANNING AND HISTORIC PRESERVATION

JOB TITLE
Environmental Compliance and Historic Preservation Planner

FLSA STATUS
(Full-Time - Salary)
(Non-Union/Exempt)

SCHEDULE
Monday through Friday, 8:00 am to 5:00 pm
Evening Meetings as needed

Job Description
(*Updated September 2026*)

OVERVIEW:

This position oversees the management and enforcement of the Borough of Gettysburg's Historic District and of the Gettysburg and Stormwater Ordinance NO. 1461-19 and related MS4 Program(s). This position serves as staff to the Gettysburg Stormwater Authority (GBSWA), serving as the Stormwater Manager, and as staff for the Gettysburg Historic Architectural Review Board (HARB). The position implements and enforces ordinances and recommends policy related to stormwater, environmental, and historic preservation issues.

The employee is responsible for coordinating with local, state, and federal laws and organizations, and all related environmental compliance requirements as covered by the Borough's Historic District and Stormwater Ordinances. The position includes both office and field responsibilities and will require travel throughout the Borough, which may involve exposure to varying weather and site conditions.

Additionally, the position assists with grant administration and related planning activities within the Planning Department. The Environmental Compliance and Historic Preservation Planner reports directly to the Planning Director and performs professional-level planning, environmental compliance, stormwater management, and historic preservation duties with considerable independent judgment.

SUPERVISION:

This position works under the direct supervision of the Planning Director and does not typically supervise others.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

The information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

Administrative and Program Responsibilities

- Assists the Planning Director in developing department-wide goals, objectives, policies, and procedures, and assists in the preparation of the department's operations.
- Reports events and activities to management, elected and appointed officials, and ensures that the Borough Council is kept fully informed on the status of the Historic Architectural Review Board (HARB) and the Gettysburg Stormwater Authority (GBSWA).
- Formulates and recommends policies, programs, and initiatives.
- Serves as professional staff support to HARB, GBSWA, and other Borough boards or committees of Council as assigned.
- Represents the Planning Department at public meetings, hearings, and conferences assigned; maintains liaison with contractors, consultants, and representatives.
- Maintains appropriate records, databases, maps, files, reports, and documentation related to environmental, stormwater, MS4, and historic preservation.
- Aids the Mayor and Council as requested with special correspondence and public relations.
- Participates in continuing education and professional development to maintain and enhance professional knowledge and skills.
- Performs additional tasks within the scope of practice.

Code Enforcement Coordination

- Provides professional and technical support to the Code Enforcement Officer regarding property maintenance, stormwater, historic preservation, and other code violations where responsibilities or enforcement activities intersect.
- Conducts field-based enforcement and compliance activities, including routine and complaint-based site inspections; investigates potential violations, documents site conditions, meets with property owners, contractors, and other responsible parties on-site; monitors and follow-up of corrective actions; takes or recommends appropriate enforcement action to ensure compliance with applicable Borough ordinances, regulations, permits, and other legal requirements.
- Coordinates with and provides technical support to the Code Enforcement Officer regarding property maintenance, stormwater, historic preservation, and other code violations where responsibilities or enforcement actions intersect. Assist in identifying, documenting, and addressing violations that may affect MS4 compliance, stormwater management, the Historic District, or other applicable Borough requirements.
- Collaborate with the Code Enforcement Officer to coordinate inspections, notices, corrective actions, and enforcement activities when property or site presents overlapping property maintenance, stormwater, or historic preservation concerns.

Historic Preservation, Stormwater and MS4 Compliance

- Plans, develops, and coordinates historic preservation responsibilities in accordance with the Borough's Historic District Ordinance, Pennsylvania Act 167 (The Historic District Act), the requirements of the Certified Local Government Program administered by the Bureau for Historic Preservation, Pennsylvania Historical and Museum Commission, on behalf of the National Park Service, and other state and federal agencies.

- Administers, monitors, and enforces compliance with the Gettysburg Historic District Ordinance, Stormwater Ordinance, and Solid Waste Ordinance, including associated fees, in coordination with the Code Enforcement Officer.
- Acts as project manager for permitting within the Borough for MS4 projects and for Ordinance No. 1461-19 minor projects.
- Monitors and follows up on corrective actions and compliance measures related to stormwater and MS4 violations.
- Coordinates with the Borough engineer on stormwater projects, MS4 compliance, mapping, inspections, reporting, the Pollution Reduction Plan, and other matters.
- Conducts field inspections and investigations related to Historic District compliance and documents conditions, violations, and corrective actions.

Grants Administration

- Ensures compliance with all grant funding sources for the Planning Department, such as:
  - Tracking grant funds, reviewing project expenses, and approving payment requests,
  - Monitoring project activities and submitting accurate financial and progress reports to donors,
  - Providing technical support to grantees and acting as the main contact for funding inquiries,
  - Preparing, jointly with the Finance Department, all requisitions for grant funds and submitting Fiscal Status Reports and Annual Reports as required,
- Coordinates and manages the Borough's Act 101 Recycling Program and serves on the Borough's Recycling Committee.

REQUIRED KNOWLEDGE:

- Considerable knowledge of the theory, principles, and techniques of the planning profession and development process.
- Considerable knowledge of local, state, and federal legislation and regulations related to Historic Preservation, Stormwater Management, the Pennsylvania Municipal Separate Storm Sewer System (MS4) requirements, National Environmental Policy Act (NEPA), and other planning, preservation, and environmental regulations as applicable.
- Considerable knowledge of the Borough of Gettysburg's Ordinances, especially Gettysburg's Historic District, Stormwater, and Solid Waste Ordinances.
- Knowledge of the methods and techniques of research and analysis.
- Knowledge of the principles of budgeting and finance.
- Some knowledge of Grant administration is a plus.
- Familiarity with the challenges of small-town community planning.

REQUIRED SKILLS:

- Ability to establish and maintain effective working relationships with fellow employees, the general public, and other customers/stakeholders.
- Strong written and oral communication skills, including editing, oversight, or preparation of technical reports, regular financial and statistical reports, and the presentation of information to government entities and various committees.
- Ability to understand and manage high-profile, sensitive or controversial political situations.
- Ability to follow complex oral and written instructions;
- Knowledge of municipal accounting, financing, auditing and expenditure control systems and

procedures;
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness;
- Ability to exercise sound and independent judgement within general policy guidelines.
- Demonstrated ability to work as an effective team player.
- Strong problem-solving and negotiation skills.
- Strong organizational skills.
- Ability to exercise sound judgment in analyzing facts and arriving at conclusions.

QUALIFICATIONS AND MINIMUM EDUCATION:

- Bachelor's degree from an accredited college or university in planning, environmental science, historic preservation, public administration, or a related field.
- A minimum of two (2) years of progressively responsible planning experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Working knowledge of the Pennsylvania Municipalities Planning Code (Act 247) and local government structures.
- Ability to develop, review, and project financial numbers accurately.
- Ability to interpret and apply ordinances, regulations, permits, polices and technical requirements and to make sound recommendations based on applicable requirements.
- Experience tracking budgets, managing invoicing, and filing federal or state reports.
- Must possess a valid driver's license and maintain a driving record acceptable to the Borough.
- Proficiency in GIS software and Microsoft Office.
- Must successfully complete a background check in accordance with Borough policy and applicable law.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

ADDITIONAL EMPLOYMENT INFORMATION:

The Borough of Gettysburg is proud to be an equal opportunity employer, dedicated to promoting workforce diversity. We will provide reasonable accommodation to applicants with disabilities in accordance with the law. If you require reasonable accommodation during any part of the application and hiring process, please contact sstull@gettysburgpa.gov. Requests for reasonable accommodation will be evaluated based on applicable laws. All qualified applicants will be considered for employment regardless of actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression.

Signature

Signature indicates the employee has read and understands the job expectations and requirements.

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Employee Signature Date

Previous Revisions:
2003; 2016; 2023