

CARROLL TOWNSHIP
REQUEST FOR PROPOSALS FOR
SEWAGE ENFORCEMENT OFFICER

DUE FRIDAY, October 14, 2016

I. PURPOSE AND INTENT

Carroll Township, York County, is requesting proposals for the position of Township Certified Sewage Enforcement Officer. Applicants should submit written proposals to Carroll Township, 555 Chestnut Grove Road, Dillsburg, PA 17019.

II. PROPOSAL SUBMISSION

An original and five (5) full, complete and exact copy of each proposal shall be submitted and addressed to:

Faye Romberger, Secretary
Carroll Township
555 Chestnut Grove Road,
Dillsburg, PA 17019

The proposal must be received no later than 4:00 p.m. on Friday, October 14, 2016.

Any inquiries concerning this RFP should be submitted to the Township Secretary.

All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting proposals. The Township reserves the right to re-solicit this proposal.

III. DUTIES

1. Conduct all Sewage Enforcement Officer Duties outlined in the Pennsylvania Sewage Facilities Act, PA Code Section 72.41 and MPC, ordinances of Carroll Township, and any other pertinent sewage related federal and state law within Carroll Township.

2. Review permit applications
2. Review Sewage Facilities Planning Modules
3. Issue Sewage Permits as authorized by the Sewage Act
4. Personally conduct investigations, tests and inspections that are necessary to implement the act and the regulations.
5. Advise an applicant regarding available options for the planning, design and construction of an individual or community on lot disposal system.
6. Give timely written notice to applicants or permittees of approval, denial or revocation of a permit.
7. Advise the local agency of any and all violations, known to the sewage enforcement officer, which occurs within the local agency's jurisdiction.
8. Advise the local agency of its responsibility to restrain a violation of the act, code or ordinances, and shall independently take action within the scope of his authority necessary to restrain or correct the violation.
9. Submit copy of the completed Application For Sewage Disposal System, with necessary attachments, within 7 days of acting upon the application, to the necessary State Agency.

IV. MINIMUM REQUIREMENTS

1. Must have been issued a Sewage Enforcement Officer Certificate by the Certification Board of DEP.
2. Indicate any Conflict of Interests in Carroll Township