



JOB TITLE: Planning Technician

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Planning & Zoning

JOB SUMMARY: Performs a variety of entry-level para-professional work in plans review, zoning administration, building permitting, code compliance and other related work in the planning and zoning department. Works closely with the public, boards, and coworkers to provide information and customer service.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed. Specific duties and responsibility may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Provides technical assistance and information to staff and the public regarding the Town's code of ordinances.
- Reviews building plans and zoning permit applications to assure compliance with applicable Town, State and Federal laws.
- Prepares narrative staff reports and recommendations of limited complexity.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Assists with the preparation and distribution of public notices.
- Prepares maps, charts, tables of limited complexity.
- Investigates violations of planning regulations and ordinances, including site visits.
- Attends public meetings, assisting other planning & zoning staff and other department staff as appropriate.
- Develops and maintains automated tracking systems, hard copy files and records.
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
- Performs other duties as required and directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning and zoning principles and practices, including pertinent specialties
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, GIS and building permitting and code compliance.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Skilled in drafting and design interpretation; and in the operation of related tools and equipment.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.

- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment.

EDUCATION AND EXPIERENCE:

The ideal candidate possesses the education and experience listed below.

- Associate degree in urban planning, architecture, construction management, or related field
- Two years of experience in plans review, zoning administration, building code compliance, permit issuance or related experience
- A bachelor's degree, in the above related fields, is preferred and may substitute for two years of experience
- Valid State of Florida Driver's License, or ability to obtain one

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. The physical demands and work environment characteristics described here are representative of those that an employee will encounter and must be met by an employee to successfully perform the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and planning and zoning related equipment.

While performing the duties of this job, the employee is routinely required to sit; talk; hear; stand; walk; use hands to touch, handle, and feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee may occasionally stoop, kneel and crouch or crawl. The employee must exert or lift to ten (10) pounds of force occasionally to move objects. Specific vision abilities required by this job include close vision and distance vision.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.