



Town of Danvers Position Description

Title: Planning Technician	Classification: Union
Department: Land Use & Community Services	Grade: 13
Reports to: Director of Planning & Economic Development	FLSA Status: Non-Exempt
Effective Date: 3/2/2021	Union Status: Unit D.I.E.G

GENERAL SUMMARY:

Under the supervision of the Director of Planning & Economic Development, performs a variety of paraprofessional planning tasks at the public counter, in the office, and in the field including review of a wide variety of land use and development proposals, basic file research, file maintenance, and map reading. The Planning Division staffs the following regulatory authorities: Conservation Commission, Historic Districts Commission, Planning Board, Preservation Commission, Zoning Board of Appeals.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares technical material for staff reports and memorandums, creates and maintains databases, assists the Director with research and planning studies.
- Arranges, conducts, and performs field inspections related to filings, permit compliance, construction monitoring, and enforcement, tracks inspections.
- Prepares relevant forms, reports and recommends appropriate action/remediation, if necessary.
- Performs regular site inspections for review of permit applications, to ensure compliance with permit requirements, and to investigate potential violations.
- Conducts pre- and post-construction and violation site inspections, and conducts weekly/as needed inspections of ongoing construction for permitted projects; reports results to the Director.
- Coordinates site work, inspections, and improvements with other divisions.
- Assists with staff reports based on site visits, site analysis and field inspections.
- Makes routine field investigations to assure compliance with conditions of approval contained in approved land use permits, conditional (or special) use permits, orders of conditions, violations, and historic significance.
- Assists staff with citizen queries and may provide information on behalf of the Director.
- Performs special projects and other related duties as required, directed, or as the situation dictates.

MINIMUM QUALIFICATIONS:

- Minimum of two (2) years of technical experience, at least six (6) months of which was spent providing support in an environmental, planning, mapping, architectural, civil engineering, or other related agency; Bachelors Degree with coursework completed in urban and regional planning, environmental studies, civil engineering, and/or physical and social sciences is preferred; or, any equivalent combination of education and experience.
- Valid driver's license required.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Knowledge of modern office methods, practices, procedures, and equipment. Strong environmental review background and understanding of soil science, general engineering best practice, understanding of land use and conservation practices.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials, attorneys, engineers and the general public. Ability to read maps, evaluate site plans, and understand legal descriptions. Ability to work independently, multitask, and prioritize and organize workload. Ability to effectively operate computers and other normal office equipment. Ability to learn and operate assigned software and online programs for website maintenance. Ability to integrate digital materials into a variety of program purposes. Working knowledge of databases and GIS experience a plus.

Skill: Excellent customer service and organization skills; excellent time-management skills; excellent written and verbal communication skills; strong project management skills; excellent computer skills required; skills to utilize an online permitting system; personal computers, word processing and complex databases; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details;

SUPERVISION

Received: Works under the general direction of the Planning Director, and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: none.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Work is performed under typical office conditions; the noise level is quiet; may be required to work outside of regular business hours to attend meetings. This position requires site visits and field work that include various weather conditions, and wet conditions.
- Operate a computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has frequent contact with the public, town departments, attorneys and developers. Communications may be in person, by telephone, or by email and involve an information exchange dialogue.
- Has access to department-related confidential information.
- Errors could result in adverse public relations, delays in service, and have legal and financial repercussions for the Town.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Minimal physical effort required; may be required to move/transport up to 30 pounds Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges. The employee is frequently required to convey information at meetings with staff and others.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

Jen Breuker
Human Resources Director

3.12.21
Date

Jason Bull
D/E/G Union Representative

3/10/21
Date

Received by:

Employee

Date

Human Resources

Date