

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Community Development Planner

CLASSIFICATION: Exempt, Grade Level TBD

Job Description Provides skilled technical support on behalf of the Department of Community Development relating to the permitting, review, and analysis of new and ongoing current land development applications and projects. Assists Town boards and commissions, town staff, and the general public in the understanding and application of Town development regulations and land use data. Coordinates, implements and manages Town GIS System development and data.

Accountability: Works under the general administrative supervision of, and is accountable to, the Community Development Director.

Equipment Used: General office equipment such as computer, workstation, drafting table, photocopier, fax machine, telephone, calculator, etc.

Environment: **Inside: 85%** **Outside: 15%**

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

1. Responsible for the subdivision and site plan application process and review, including:
 - a. **Review** of subdivision and site plan applications relative to Town zoning, Development Regulations and design specifications and preparation of written and oral reports to the Planning Board.
 - b. **Coordination** of interdepartmental review and comment; communication and transmittal of information to the Planning Board, as well as coordinating outside consultant and board/commission development review.
 - c. **Attendance** at appropriate site walks, meetings, and other functions that relate to development applications before the Planning Board.
 - d. **Assistance** in the inspection of site plan and subdivision construction for compliance with approved plans.
2. **Follow-up** on conditions of approval on site plan and subdivision applications.
3. **Coordination** of the road acceptance process and assistance to applicants through interdepartmental processes.
4. **Development, implementation, and maintenance** of the geographic information system (GIS) for the Town.
5. **Development and assistance** in the expansion and implementation of electronic technology to improve efficiency in the Planning Department.
6. **Guidance and assistance** for development project applicants to review and advise on appropriate rules, regulations, guidelines, processes and timeframes.
7. **Attendance** at appropriate meetings and committees on behalf of the Community Development Department.
8. Daily telephone and public counter service and assistance for the Community Development Office.

9. **Assistance** in maintaining records of work accomplished by developers/contractors relative to subdivision and site plan construction, including assistance with on-site inspection and monitoring of payment for consultant services when appropriate and necessary
10. **Development and coordination** of updates to the Town land use regulations and associated public hearings and warrant articles in conjunction with the Community Development Director.
11. **Development and implementation** of communication and outreach efforts as needed to support Planning Board and Community Development Office efforts and programs.
12. Other duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

LIFT up to 10 lbs.: Frequently Required
LIFT 11 to 25 lbs.: Occasionally Required
LIFT 26 to 50 lbs.: Occasionally Required
LIFT over 50 lbs.: Rarely Required
 required

Twisting: Occasionally Required
Bending: Occasionally Required
Crawling: Rarely Required
Squatting: Occasionally Re-

CARRY up to 10 lbs.: Frequently Required
CARRY 11 to 25 lbs.: Occasionally Required
CARRY 26 to 50 lbs.: Occasionally Required
CARRY over 50 lbs.: Rarely Required

Kneeling: Occasionally Required
Crouching: Occasionally Required
Climbing: Rarely Required
Balancing: Rarely required

REACH above shoulder height: Occasionally Required
REACH at shoulder height: Occasionally Required
REACH below shoulder height: Occasionally Required
PUSH/PULL: Occasionally Required

WORK SURFACE(S)

Standard office setting – desk, chair, drafting table, etc.
 Carpet and vinyl flooring.

HAND MANIPULATION

DURING AN 8-HOUR DAY,
 EMPLOYEE IS REQUIRED TO:

Grasping: Frequently Required
Handling: Frequently Required
Torquing: Seldom Required
Fingering: Frequently Required

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Controls and Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, etc.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for dealing with public on planning issues, etc.

Sight: Necessary for performing job functions effectively and correctly.

Tasting & Smelling: Not required for the performance of the functions of this position.

Specific Vocational Preparation Requirement(s):

- | | |
|---|--|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input checked="" type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements:

Other Training, Skills and Experience Requirements:

- BA or BS in urban planning or related field. MA or MS preferred.
- Minimum 4 years related experience.
- OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities for this position.

Summary of Occupational Exposures:

Possible exposure to poison ivy, poison oak, etc. during site walks. Possible exposure to photocopier toner.

Other Considerations and Requirements:

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