



TOWN OF MILTON Job Description

Title: Planning & Zoning Officer

Date: October 25, 2021

Department: Dept of Planning & Zoning

Reports to: Director of Administration

OVERVIEW OF POSITION

This part time position works closely with the Planning Director and/or Zoning Administrator to assist with planning issues and is involved in a variety of tasks that require technical analysis, project management, sound decision-making capabilities and creativity. This position also provides staff support to the Development Review Board, developers and the public, and with carrying out the duties of the Zoning Administrator and Health Officer.

ESSENTIAL JOB FUNCTIONS

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.

- Attends a variety of meetings; may make presentations and plans.
- Assists with providing technical assistance to the Development Review Board by reviewing development, subdivision, and site plans, and preparing reports and recommendations.
- Provides support, as assigned, to other boards, commissions and committees in addition to the Development Review Board. This may include the Conservation Commission and Planning Commission, among others.
- Provides technical assistance to the public, municipal staff and consulting engineers regarding applicable rules, regulations and statutes pertaining to planning and development, and works with developers to resolve outstanding issues associated with site plans.
- Reviews zoning permit applications for proposed property improvements and construction to ensure compliance with Town codes regulating building and land use; makes recommendations to the Zoning Administrator as to final decisions regarding permit issuance or denial.
- Conducts inspections of new construction, alterations and major repairs to ensure conformance with zoning permits, and makes recommendations to the Zoning Administrator regarding the same. Provides assistance with bylaws interpretation and resolves other technical problems for staff as needed.

- Helps coordinate zoning variance proceedings; helps review variance applications for accuracy and completeness; prepares public notices for publishing; researches proposals and testifies before the Development Review Board and Select Board as required, interprets applicable codes and ordinances, and makes recommendations regarding approval or denial.
- Provides technical assistance to developers, business people and the general public regarding the interpretation, application, and enforcement of Town Zoning and development ordinances; advises as to feasibility; provides information relating to development requirements and otherwise assists in the refinement of proposals prior to application.
- Receives, investigates & enforces complaints of Ordinance or zoning violations; makes recommendations to the Zoning Administrator whether to issue a “stop work order” or citation as warranted and advises whether legal action against violators is warranted.
- Assists with inspections and investigations for the enforcement of Zoning Regulations, Town Health and Sanitation Codes.
- Other related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Thorough knowledge of the current principles and practices associated with municipal land use planning. Ability to accurately interpret and apply codes, ordinances, and statutes. Ability to make public presentations and to effectively communicate in writing.

Education or Formal Training:

High school diploma required, Bachelor’s degree preferred.

Experience:

A minimum of three (3) years of experience is required in the area of municipal planning or public affairs.

EQUIPMENT USED:

Telephone, computer, printer, color plotter, copier, fax, mail machine, calculator and other typical office equipment.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

A typical office environment that requires extended periods of sitting, interspersed with site visits, sometimes on short notice. Fieldwork requires driving for extended periods, walking, stooping, kneeling, bending, and climbing. The ability to move and position boxes of files that includes bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds.