



TOWN OF TEWKSBURY

TOWN HALL
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HUMAN RESOURCES DEPARTMENT

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HUMAN RESOURCES DIRECTOR

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JOB POSTING

POSITION AVAILABLE: Town Planner/Conservation Agent (Community Development Dept.)

QUALIFICATIONS: This position will work with the existing Planner/Conservation Agent in supporting the Planning Board, Zoning Board of Appeals and be available for coverage and assistance with the Conservation Commission. Requires a Bachelor's Degree in Planning, Geography, Environmental Science, public administration or a related field; three years planning-related experience, preferably at a municipal level; and knowledge of appropriate land use laws and regulations, including zoning and environmental permitting, or an equivalent combination of education and experience. GIS and AICP certification is preferable. This candidate should possess a Massachusetts driver's license.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: 55,666 – 75,741

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: September 13, 2016
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office located on the 2nd Floor of the Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Position Purpose:

Performs administrative and technical support functions for the Planning and Conservation Office of the Community Development Department. Responsible for ensuring compliance with local zoning and environmental regulations and Bylaws; administers and oversees grants received by the Community Development Department; maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

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.)

- Administers all state and local land use and environmental regulations which includes, ensuring permit compliance, writing decisions for the Planning Board, Zoning Board of Appeals and Conservation Commission, conducting field inspections, issuing enforcement orders. May provide assistance and support to numerous Town committees such as the Community Preservation Committee, Local Housing Partnership and Economic Development Committee.
- Assists staff and residents with GIS applications.
- Reviews all development proposals to ensure compliance with local Bylaws.
- Administers and oversees the Green Communities grant which includes providing aid to Board members, applying for future grant funding, and developing the town's energy efficiency.
- Serves as a member in many in house committees such as the Storm Water Committee and the GIS Committee.
- Administers and reports on relevant grant programs.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in planning, environmental science, geography, public administration or related field; three years of experience in municipal land use practices and procedures, including zoning and environmental permitting or any equivalent combination of education and experience. Possession of a valid Massachusetts motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of community development, planning and conservation related activities. Knowledge of the practices and principles of public administration and the structure of town government. Working knowledge of local Bylaws, state and federal statutes governing municipal planning and land use; the Wetlands Protection Act. Knowledge of Conservation Commission filing and procedures.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials. Ability to interpret and enforce all State and Town land use laws and regulations. Ability to communicate effectively. Ability to operate standard office equipment. Ability to understand complex documents. Ability to operate a motor vehicle.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills; interpersonal and problem-solving skills; grant writing skills. Skill in the use of Microsoft Office and GIS.

Physical Requirements:

The physical demands described here 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; stoop, kneel, crouch or crawl; reach with hands and arms; pick up paper, files and other common office objects. Ability to view computer screens, diagrams and plans; and work with details for extended periods of time. Must be able to identify and distinguish colors. May move objects weighing up to 50 pounds. Must be able to communicate.

Supervision:

Supervision Scope: Performs a variety of responsible technical and administrative-related duties following standard procedures and practices which require the exercise of judgment and initiative to perform duties and complete assigned tasks.

Supervision Received: Work is performed under the direction of the Assistant Town Manager.

Supervision Given: None.

Job Environment:

- Work is performed under varied conditions; employee is regularly required to work outdoors with exposure to weather and environmental conditions; may work in high, precarious places and be exposed to risks associated with working near moving mechanical parts. Noise is usually moderate. Occasionally required to work outside of normal business hours to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment. Operates a motor vehicle.
- Employee has frequent contact with the general public, town departments; local, state and federal agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in legal repercussions for the town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)