

**TOWN OF GILBERT
CLASS SPECIFICATION
Planning Specialist**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Planning	B23-B25	Non-Exempt

CLASS SUMMARY:

This class is the second level in the Planning series. Incumbents are responsible for: conducting reviews and analyses of residential, commercial and industrial land development projects; assisting applicable parties through the process from permit application to final inspection; and reviewing applications, plans, sign permits and related documents to ensure compliance with applicable plans, specifications, codes, and ordinances.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Performs project management of development proposals, including: conducting discovery meetings with developers to explain development review process or provide initial direction on proposals; facilitating the development review process, including pre-application reviews, zoning, plats, design review, use permits, rezonings, and general plan amendments; tracking status of new development applications; reviewing development application submittals for completeness; coordinating processing of development proposals for final action by applicable Boards, Commissions, the Town Council and administrative staff.	Daily 20%
Conducts review/analysis of major and minor General Plan amendments, conventional and PAD zoning applications, PAD amendments, large-/small-scale preliminary subdivision plats, and site plan applications: reviews and analyzes proposed master plan communities and complex development proposals; reviews site plans, open space plans, architectural plans, landscape plans, grading/drainage plans, floor plans, lighting plans, and signage; reviews and analyzes standard model home architectural plans; reviews and analyzes wireless communications facility applications.	Daily 15%
Determines whether proposed development complies with planning, zoning, and land use guidelines: reviews construction documents for consistency with applicable standards, ordinances, policies, design guidelines, sound planning principles, impact on adjacent areas, aesthetics, short/long term land use impact,	Daily 15%

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project approvals, or other requirements; recommends approval or denial of plans or applications.	
Provides information and technical assistance regarding planning/zoning issues, codes/ordinances, design guidelines, development standards, permitted uses, compliance issues, building, fire, & engineering plan review, construction document review, project reviews, procedures, documentation or other issues.	Daily 10%
Coordinates processing/analysis of development applications with internal staff and outside agencies: coordinates with internal/external departments/agencies regarding standards, improvements, dedications, and compliance; coordinates the review/approval of construction documents and improvement plans or for review/approval of complex or unique cases; coordinates enforcement actions; coordinates commercial/industrial projects under review and joint meetings with potential developers.	Daily 5%
Performs a variety of activities in support of department operations, including: assisting with the development and implementation of policies; assisting with special studies; conducting research and compiling data; preparing a variety of forms, reports, correspondence, and related documentation; and, receiving and processing forms, reports, drawings, plans, and related items.	Daily 5%
Prepares, presents, or distributes correspondence pertaining to reviews: prepares written, graphic, and/or oral reports, data, and staff recommendations for management review and presentation to applicable Commissions, Boards, the Town Council, agencies, interested groups, and task force groups; composes project review comment letters to developers. Conducts public noticing: prepares public notices in accordance with applicable requirements.	Weekly 5%
Creates and updates various maps and graphic materials: prepares zoning maps, annexation maps, layouts, displays, reports, and related materials utilizing computerized geographical information system (GIS).	Weekly 5%
Conducts site inspections and field research in relation to development proposals.	Weekly 5%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

High School Diploma or GED, supplemented with specialized technical training, and 3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License.

Plan Review & Inspection Specialist requirements:

- Two (2) ICC certifications, or equivalent, one of which must be from the Plans Examiner category. The second certification may be from the residential or commercial, plan review or inspection category.

Plans Examiner/Building requirements:

- One (1) ICC (or equivalent) certification, within one year of hire. Must be from the Residential Plans Examiner category.

Senior Plans Examiner/Building requirements:

- Three (3) ICC (or equivalent) certifications, one of which must be the Commercial Building Plans Examiner certification. The other two may be from residential or commercial, plan review or inspection categories.

Senior Plans Examiner/Fire requirements:

- One (1) ICC (or equivalent) Fire Plans Examiner certification.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Landscape and irrigation design principles;
- Planning and zoning principles;
- Construction terminology;
- Research methods;
- Spatial concepts;
- Mathematical concepts;
- Customer service principles;
- Project management principles and practices;
- Modern office equipment.

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SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Reading, comprehending and/or interpreting written materials and technical drawings;
- Attending to details;
- Managing assigned projects;
- Conducting site inspections;
- Reviewing and analyzing planning documents for conformance to applicable standards;
- Preparing and presenting reports, correspondence, maps, studies and related items;
- Coordinating projects and processes;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Plans Examiner/Building – B23
Plans Examiner/Engineering – B24
Plans Examiner/Landscape – B24
Plans Examiner/Planning – B24
Plan Review & Inspections Specialist/Planning – B24
Plan Review & Inspections Specialist/Building – B24
Senior Plans Examiner/Building – B25
Senior Plans Examiner/CIP – B25
Senior Plans Examiner/ Engineering – B25
Senior Plans Examiner/ Fire – B25
Senior Plans Examiner/Planning – B25

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (LM)

Date: (2/13)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)