

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Planning Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Planning	C43/C51	Exempt

**CLASS SUMMARY:**

This class is the fourth level in the Planning series. Incumbents are responsible for: supervising technical support and professional staff; providing advanced technical support on the most complex planning issues; providing staff support for Boards, Commissions, and the Council; serving on special committees; developing policies and procedures; overseeing studies and projects; managing and overseeing compliance with applicable codes, regulations, and standards; and, managing staff workload.

**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%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Manages and coordinates construction plan review activities, planning and development review activities and processes to ensure compliance with applicable codes, ordinances, laws and standards.	Daily 20%
Provides information, technical assistance and interpretation regarding complex planning issues, land development, construction document reviews, plan reviews, codes and regulatory compliance, design guidelines, development standards, permitted uses, project reviews, procedures, and other issues.	Daily 20%
Responds to technical questions, complaints, researches problems, resolves conflicts and initiates problem resolution. Conducts meetings, prepares and provides reports and information to internal and external customers and officials.	Weekly 10%
Develops, implements, and administers operating policies and procedures and monitors compliance.	Monthly 10%

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Planning Supervisor**

Assists in developing and implementing long and short term plans, goals, and objectives. Assists in developing and monitoring assigned budget.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

Bachelor's Degree in Urban Design, Architecture, Civil Engineering, or related field and 5 years of municipal planning experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License;
- Depending on assignment, may require:*
- Building Plans Examiner Certification or equivalent.

**KNOWLEDGE OF:**

- Supervisory principles, practices and techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Engineering principles;
- Construction principles;
- Research methods;
- Spatial concepts;
- Mathematical concepts;
- Budgeting principles;
- Modern office equipment.

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Planning Supervisor**

**SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Making sound decisions;
- Resolving conflict;
- Building consensus;
- Applying critical reasoning;
- Developing strategic plans;
- Providing customer relations;
- Speaking in public;
- 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: 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, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Plan Review Supervisor - Building & Fire – C43  
Plan Review Supervisor - Engineering & Planning - C43  
Principal Planner – C51

**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.*

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Planning Supervisor**

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*