Job Description

Supports the operations of the Planning Department by providing technical and administrative assistance related to the provision of short-range and long-range land use planning and permitting. The position supports boards/commissions in the implementation of site review, subdivision regulations, historic district regulation, and zoning requirements for the city; all other related work as required.

Preferences: For a candidate with a comprehensive knowledge of principles, practices and techniques of landscape designs, installation, ornamental plants, green industry best practices, and site layout; or for a candidate with a background/professional work experience in historic preservation planning, site history research and compliance with the Massachusetts State Register and Section 106 of the National Historic Preservation Act.

**Supervisory Responsibilities**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision of the City Planner.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Perform technical reviews of applications submitted to the Planning Department for completeness and conformance with the City Code and other requirements as applicable.

2. Prepare written (and verbal as may be required) presentations of findings related to land development applications as assigned. The Planning Department provides staff support to the Planning Board, Zoning Board of Appeals, and Historic Commission.

3. Review and analyze land development applications; perform related follow-up required to process and record Notices of Decision.

4. Provide email-based, front counter and telephone customer service assistance fielding general inquiries and ensuring accurate referrals as appropriate.

5. Provide staffing support to the senior level staff in performing comprehensive technical reviews of existing or proposed ordinances, studies, long/short term plans, analysis, assessments, and other such materials as may be assigned.
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6. Assist in formatting, publishing, and distributing maps and other media that deal with existing and proposed community planning programs or site identification, that requires use of GIS, Google Earth, and other map-making software.

7. Attend evening board/commission and other public meetings as assigned.

8. Read and interpret maps, blueprints, landscape designs, material specifications, and technical drawings

9. Design, coordinate, and review landscaping site plans

10. Perform related work as required and assigned.

The duties listed above 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. The 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.

Minimum Qualifications

Education and Experience

- Bachelor’s Degree in urban or regional planning, architecture, landscape architecture, historic preservation, urban design, geography, or related discipline.
- Two (2) years of experience in urban planning or a related field

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.

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.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals. The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Work Environment
Job Description

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job.

Applicant Considerations

Applicant should be able to meet the requirements of the position as outlined in this job description. The applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the essential duties and requirements of this position.

Selection Process

Formal application; rating of education and experience; oral interview and reference checks; and some job-related tests may be required.

The duties listed above 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.

The 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.

The City of New Bedford has a residency requirement for employees. Preferential consideration will be given to qualified candidates currently residing within the City of New Bedford. Non-residents are subject to a 10% reduction in salary.