

**Town of Natick
Job Description**

Position Title:	Development Review Planner	Grade Level:	3
Department	Community Development	FLSA Status	Exempt
Reports to:	Director of Community & Economic Development		

Statement of Duties

The Development Review Planner is responsible for managing application and conformance review for discretionary permits submitted to the Planning Board and Zoning Board of Appeals. This position serves as a project manager that carries development projects from application submittal through conformance review for occupancy.

Supervision

Under the general direction of the Director of Community and Economic Development, the Development Review Planner is expected to work both collaboratively and independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility

The Development Review Planner position does not require the regular supervision of employees but may supervise the work of volunteers, interns, or consultants. However, the position is expected to oversee the discretionary review process and, in that capacity, may advise or direct colleagues in the appropriate action in a given circumstance.

Accountability

The Development Review Planner must be ethically responsible for their work products. Consequences of missed deadlines, document errors, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity

The work consists of applying various concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Confidentiality

Employee has access to confidential information obtained during the performance of the regular duties of the position.

Community Development Department
Development Review Planner
5/26/22

Town of Natick Job Description

Work Environment

The work environment involves everyday discomforts typical of offices and construction site field inspections. The employee must exercise caution when conducting field inspections. The Development Review Planner may be required to work beyond regular business hours to attend on-site meetings for construction projects, attend evening meetings, or completing work assignments.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Reviews plans before the Planning Board, Zoning Board of Appeals (ZBA), and the Design Review Board.
- Serves as staff to various Boards and Commissions.
- Coordinates interdepartmental review of development plans.
- Coordinates project review with the Historical Commission and Local Historic Districts.
- Prepares staff reports for cases before various boards and commissions.
- Provides information to the public regarding projects and planning efforts.
- Provides professional and technical administrative approval on Town processes per local and state regulations.
- Represents the Town and the Department in meetings with representatives from other State and local agencies, as needed.
- Supports the maintenance of the permitting system and permit files.

Knowledge and Abilities

- Knowledge and understanding of State enabling legislation, municipal laws/bylaws (MGL Chapter 40A and Subdivision Control Law), and building design and construction.
- Ability to review site plans and construction drawings.
- Ability to work collaboratively with colleagues, public officials, and constituencies to accomplish the Town's planning goals and objectives.
- Ability to communicate effectively orally and in writing with state and federal agencies, engineers, land surveyors, architects, contractors, developers, property owners, supervisors, employees, and the general public.
- Ability to prioritize, scope, establish timelines relative to project management.
- Knowledge of GIS or AutoCAD technology is desirable.

Community Development Department
Development Review Planner
5/26/22

Town of Natick Job Description

- Knowledge of personal computer systems including, Microsoft Office and Google software.
- Ability and willingness to learn through continuing education opportunities.

Education and Experience

- A Bachelor's Degree in planning, engineering, construction management, project management, or related field, and two (2) years of experience; or
- Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

Other

- A valid Driver's License is required

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