General statement of job

Job Classification Information: This is a non-exempt position paid on an hourly basis which is eligible for overtime.
Starting Hourly Range Depending on Qualifications: $37,276-48,410 ($17.92-23.27
Full Salary Range: $37,276-58,838 ($17.92-28.28 hourly range).

The Zoning Technician performs technical/professional work relative to Zoning Code administration, under the supervision of the Town's Zoning Administrator. The Technician will have myriad responsibilities, all of which are intended to ensure that new building activity in the Town complies with the Zoning Code and Comprehensive Plan. Regular coordination with multiple Town officials, licensed professionals, and Town residents is integral to the position.

Essential functions (Duties)

Working knowledge of land use law and urban planning principles.

Able to interpret local and state code regulatory language.

Use of independent, professional judgment regarding Code interpretation, consistency, and compliance/noncompliance.

Researches and prepares zoning text amendments, P.U.D. and zoning applications for the Town.

Performs submittal requirement reviews of zoning applications including, but not limited to, re-zonings, lot splits, and plats.

Reviews all building permit application for zoning compliance.

Reviews all Landmark Commission and Architectural Commission applications for zoning compliance.

Coordinates and communicates information with licensed attorneys, architects, engineers, contractors, and the public regarding zoning regulations and code requirements, departmental procedures, and regulatory controls.

Reviews and writes Florida Department of Environmental Protection zoning compliance request letters.

Attend and present research and recommendations on technical zoning issues to the Town Council, Planning and Zoning Commission, Architectural Commission and Landmark Preservation Commission at the direction of supervisors.

Coordinate/communicate with licensed attorneys, architects, engineers, contractors, etc. regarding code requirements, Departmental procedures, and regulatory controls.

Coordinate work activities with the Zoning Administrator and other related professionals in the
Planning, Zoning & Building Department including the Building Official, Plans Examiners, Building Inspectors, and Planning Administrator.

Processes and distributes application submittals for review to the Zoning Administrator including the intake and review of zoning applications, including applications for site plan review, variances and/or special exceptions.

Creates and maintains project case files and prepares agenda packages for the Planning and Zoning Commission and Town Council.

Prepares legal ads and newspaper advertisements for zoning applications and proposed ordinances, attends and may occasionally speak at public meetings, and prepares staff reports.

Responds to daily phone, email, and in-person inquiries from the public.

**Minimum and preferred qualifications**

Bachelor's degree in urban planning, construction management, building construction, architecture, or related field required, plus one (1) year of related experience preferred. Experience may be accepted in lieu of degree; with a minimum of an Associate's degree in related fields described and five (5) years' experience accepted. Related experience includes working with zoning or site plan processes including land development and redevelopment, zoning administration, and implementation of planning and zoning regulations, and/or real estate experience. Previous building code experience is preferred.

Master's degree in related field preferred.

Florida driver's license required.

**Knowledge, skills and abilities**

Knowledge of the local zoning codes.

Knowledge of land measurement and legal descriptions.

Knowledge of the geography and development patterns of the Town.

Knowledge of software used to process applications.

Good customer service skills and the ability to interpret and communicate the zoning code to the public.

Ability to read construction and architectural plans.

Ability to use engineering and architectural scale rulers.

Ability to establish and maintain effective working relationships with property owners, contractors, attorneys, owner representatives and the public.

Ability to recognize deviations from the zoning code and subdivision code requirements and ability to map out alternatives to those deviations to the public.

Ability to use a calculator and computer and have good typing skills.

Software skills, or equivalent systems, for the following programs: Microsoft Word, Microsoft Excel, Lotus Notes email, Novus Agenda, Laserfiche document imaging, EDEN enterprise database, Google
Earth and Geographic Information Systems.

Ability to maintain a Planning, Zoning and Building Department database such as EDEN enterprise database.

Ability to write and speak effectively to the public on land development issues.

Physical & environmental demands

- Lift objects weighing up to 20 pounds. Weekly
- Lift objects weighing 21 to 50 pounds. Sometimes
- Lift objects weighing 51 to 100 pounds. Never
- Lift objects weighing more than 100 pounds. Never
- Carry objects weighing up to 20 pounds. Weekly
- Carry objects weighing 21 to 50 pounds. Sometimes
- Carry objects weighing 51 to 100 pounds. Never
- Carry objects weighing 100 pounds or more. Never
- Standing up for one hour at a time. Never
- Standing up for two hours at a time. Never
- Standing for more than two hours at a time. Never
- Stooping and bending. Weekly
- Walking at least 1 mile(s) per (see frequency). Never
- Climb up and/or down stairs. Daily
- Operate and climb up and/or down a ladder. Never
- Ability to reach and grasp objects. Daily
- Manual dexterity or fine motor skills. Weekly
- Color vision - the ability to identify and distinguish colors. Daily
- Ability to communicate orally. Daily
- Ability to hear. Daily
- Pushing or pulling carts or other such objects. Weekly
- Proofreading and checking documents for accuracy. Daily
- Using a keyboard to enter and transform words or data. Daily
- Using a video display terminal. Daily
- Working in a normal office environment with few physical discomforts. Daily
- Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, odors or the like. Sometimes
- Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions. Never
- Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls. Sometimes
- Operating automobile, van, and/or other vehicle: Monthly
- Ability to work a fluctuating work schedule based upon the need of the department. Monthly

Application procedure

Apply to the Town of Palm Beach Human Resources Department by going to www.townofpalmbeach.com, click on the Employment tab, click on the online application system, and select the job title you are interested in. Register as an applicant and complete your applicant profile including your details about your education, employment history, and skills. If you have any questions, please email jobs@townofpalmbeach.com.