


Title: Environmental Specialist / Planner	
Department: Community Development	
FLSA Status: Exempt	

Summary Objective

The purpose of this position is to perform professional planning and community development projects to include the processing of applications, permits, while monitoring zoning ordinance and code compliance, as well as the review of erosion and sediment control plans, storm water management plans and facilities for public and private projects in the City of Franklin. This class works independently, under limited supervision, reporting major activities through periodic meetings.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Assists developers, co-workers and the public with information regarding zoning code compliance, the planning process or project updates.
- Reviews various land use and development proposals to insure compliance with the Zoning, Subdivision, Erosion and Sediment Control, Storm water, and Floodplain Ordinances, and the Comprehensive Plan and to assist the Director of Community Development, Planning Commission, City Council, and Board of Zoning Appeals in their decision making.
- Conducts field reviews, including pre- and post-construction inspections to ensure compliance with all ordinances, and monitors the maintenance of public and private storm water BMPs and drainage structures as necessary.
- Maintains documentation for locality compliance with the latest version of the Virginia Storm Water Management Program requirements, including collection of data, investigation of possible violations, documentation for case file and creation of and enactment of enforcement actions as necessary.
- Assists in preparation of comprehensive plan updates and other technical reports.
- Assists in preparation of monthly reports, forms and correspondence for the planning department.
- Provides administrative support to the Planning & Zoning Commission and the Public.
- Assists in the preparation of planning commission agendas; researches and assists with staff recommendations on proposals.

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- Assists in the preparation of written, oral and visual reports to hearing bodies, committees, community groups, and private organizations to explain city policy and the impact of planning and development on the community.
- Responds to citizens inquiries relative to development review and approval.
- Assists in developing short range and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.
- Assists in conducting technical research studies and preparing statistical reports and recommendations for drafting or revising local ordinances and long range comprehensive plans.
- Assists in development and implementation of long range growth management, land use, economic development, utility, housing, transportation, facilities, and other plans and codes to meet city needs.
- Enforces City Ordinances related to zoning and administrative issues.
- Assists other department staff and performs related work as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of zoning laws and short-and-long-range plans including their formation, adoption process, and enforcement. Knowledge of erosion and sediment control, storm water management, and floodplain regulations locally and in the Commonwealth of Virginia. Knowledge of planning programs and processes. Knowledge of personal computers for use in word processing, electronic communications, and research. Skill in effective public relations, oral and written communication skills. Skill in comprehending, understanding, and interpreting complex and technical information. Skill in the completion of field inspections. Ability to read, interpret, analyze and implement a range of environmental zoning, and local government regulations and complex and technical information.

Minimum Education and Experience Requirements

- Bachelors' Degree in Urban Planning, Environmental Science, Biology or related field.
- One (1) year of planning or closely related work experience or an equivalent combination of education, training and experience.

Physical Demands: *Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.
- This position involves work outside inspecting properties under construction, walking and driving in sometimes difficult terrain in varying weather conditions. Use of various inspection and GPS equipment that must be carried and manipulated outdoors.

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- Visual and audio acuity are required to complete assignments.

Unavoidable Hazards (Work Environment): *Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Potential exposure to chemicals and fluids associated with building construction, including but not limited to: diesel, gasoline, hydraulic fluid, antifreeze, motor oil, fertilizers, lime, and cement/ready mix.
- Potential exposure to uneven or abrupt terrain that could result in minor injury.

Special Certifications and Licenses

- Must have, or the ability to obtain, a current and valid driver's license issued by the State of Virginia or North Carolina for the type of vehicle or equipment operated.
- Must have or the ability to obtain within one (1) years of employment in the position, the following certifications:
 1. Certified as a Virginia Association of Zoning Officials (VAZO): Zoning Official
- Must have or the ability to obtain within two (2) years of employment in the position, the following certifications from the Virginia Department of Environmental Quality:
 1. Combined Administrator Erosion and Sediment Control (ESC)
 2. Combined Administrator Storm Water Management (SWM)
- Must have or the ability to obtain within three (3) years of employment in the position, the following certification from the Association of State Flood Plain Managers:
 1. Certified Floodplain Manager (CFM)

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Disclaimer: This Job Description does not constitute an employment agreement between the City of Franklin and an employee. This job description is subject to change by the City as its needs change.