



TOWN OF INDIAN TRAIL

PLANNING TECHNICIAN

TITLE: Planning Technician
DEPARTMENT: Planning and Neighborhood Services
REPORTS TO: Senior Planner
HIRING RANGE: \$33,095.00- \$41,369.00
FLSA STATUS: Non- Exempt

JOB SUMMARY:

Responsible for providing planning and zoning related customer service to design professionals, contractors, and citizens. Planning Technician will be actively involved in the review of residential permits, commercial site plans, and subdivision plats. The individual must be detail oriented and have strong project management skills. Prior plan review, zoning ordinance administration, and permitting experience is desired, but not required. The Planning Technician may also assist in maintaining the Planning Department's GIS system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review and analyze minor site plans, subdivision plats, and other plan submittal items;

Review and interpret the Indian Trail Unified Development Ordinance and apply regulations to development proposals in consultation with Senior Planning staff

Coordinate plan review with other Town departments and with outside agencies

Review projects and coordinate with citizens and design professionals during the application process to ensure compliance with Town regulations

Assist code enforcement staff with inspections and ordinance administration

Assist in the implementation of the Town of Indian Trail Comprehensive Plan, as needed

Perform routine maintenance on Town GIS files and produce maps, as needed

Provide support service to Senior Planning staff

Perform other duties, as assigned by the Planning Director or Senior Planner.

EDUCATION AND/OR EXPERIENCE:

Position requires a Bachelor's Degree in planning, public administration, architecture, geography or a closely related field or a two year Associates degree in a related field and two years of experience in permitting, GIS or zoning; or an equivalent combination of education and experience.

KNOWLEDGE SKILLS AND ABILITIES:

Ability to communicate verbally and in writing in a clear and concise manner; Knowledge of principles and practices of municipal planning and local government administration; Knowledge of State and local laws relating to planning and land use regulations; Knowledge in the use of ArcMap GIS 10.4; Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook; Ability to exercise good organization and time management skills; Ability to work effectively with a diverse group of customers such as developers, design professionals, contractors, and citizens; Ability to work both independently and in a team environment; Ability to problem solve and apply creativity in decision making.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess, or have the ability to obtain, a North Carolina driver's license within four months.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to feel, handle or operate objects, tools or controls and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry 25 pounds.

WORK ENVIRONMENT:

The work environment is an indoor office with a moderately quiet noise level. Employee must be able to attend meetings at various sites within the Town and periodic night meetings.

HOW TO APPLY:

For consideration you may apply in the following ways @ www.indiantrail.org. Under Administration/Human Resources download application from website. You can send resume, job references along with salary requirements via scan and email to resumes@admin.indiantrail.org, fax to (800) 396-9607 or mail to P.O. Box 2430, Indian Trail, NC 28079.