

Title: Planning & Stormwater Technician

Manager: Director of Planning & Zoning Services

Location: Bargersville, IN

Summary:

The Planning & Stormwater Technician performs administrative support in the review and enforcement of planning and zoning regulations. Work is performed under the supervision of the Director of Planning & Zoning Services or their designee. This position also performs stormwater inspections to ensure new construction complies with all local and state regulations in coordination with the MS4 Operator.

What you'll do:

- Provide technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances.
- Review building permits to assure compliance with the Unified Development Code.
- Review construction plans and zoning permit applications (e.g., development plans, plats, etc.) to assure compliance with requirements such as use, bulk, placement, and development standards.
- Publish technical review reports for
- Perform routine office tasks in designated program areas, including data entry, file management, answering telephone calls, and responding to e-mails.
- Develop and maintain automated tracking systems, hard copy files, and records.
- Prepare public notices or property owner verifications.
- Prepare maps, charts, tables of limited complexity.
- Investigate violations of planning regulations and ordinances, including site visits.
- Ability to attends public meetings to assist other planning staff as needed.
- Complete routine stormwater inspections, such as active construction sites, annual subdivision BMPs, and other requirements associated with the Town's MS4 General Permit, in coordination with the acting MS4 Operator.
- Maintain stormwater inspection records and associated administrative work.
- Complete other duties as assigned.

What you bring:

- Associate degree in urban planning, architecture, construction management, social sciences, or related field. Can substitute two years of experience in plan review, zoning administration, or related field, or other relevant experience.

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Proficient in the Microsoft Office Suite, including, but not limited to Outlook, Word, Excel, PowerPoint, Teams, OneDrive, and SharePoint.
- Computer software skills, including the ability to use, or learn to use Bluebeam Revu, the Town's permit software, and other software as needed.
- A valid Indiana driver's license and the ability to drive town vehicles as necessary.

Work conditions:

- Work is performed indoors in an office environment and outdoors performing field inspections.
- Must have skills to effectively communicate and interact with other employees and the public through the telephone, email, and personal contact.
- Requires the physical capability to effectively use and operate different office equipment, such as a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.
- Requires sitting, standing, walking, bending, crouching, reaching & extending and repetitive motion; occasional lifting and moving of light objects; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.