

TOWN OF WELLESLEY

TITLE: Planner (54)

DATE: 1/9/2022

DEPARTMENT: Planning

APPROVED: D. McCauley

HUMAN RESOURCES: S. Szczebak

ACCOUNTABILITY OBJECTIVES

The Planner performs work at both the technical and professional level in the preparation and presentation of community land use planning reports and studies. The Planner makes recommendations on comprehensive planning, zoning analysis, site plan review, design review, and related matters. The Planner administers policy decisions and permitting to the Planning Board and its subordinate boards (including in totality or in part the Design Review Board, the Historical Commission, the Historic District Commission, , the Denton Road Neighborhood Conservation District Commission). The Planner also assists in preparing recommendations for the Zoning Board of Appeals).

The Planner represents the Planning Board, the Planning Director, and/or the Town at interdepartmental meetings, meetings of Town Boards, community groups, and regional and state agencies.

NATURE OF POSITION

Overseen by a five-member elected Planning Board, the Planning Department assists the Board in creating and maintaining a functional and attractive community through attention to municipal planning and project review (permitting).

Reporting to the Planning Director, the Planner's work involves comprehensive knowledge of municipal planning, familiarity with historical preservation, and departmental practices and procedures. The Planner develops and refines work routines independently to carry assignments through to completion. Directions are received in the form of general outlines with detailed instructions received only to unprecedented situations. The work requires a great deal of written and oral communications and attendance at evening meetings.

DIMENSIONS

The total FY2022 budget for the Planning Department is \$362,205.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Assists property owners with permitting and procedural information that is part of the application process for review by the Planning Board. This includes but is not limited to Large House Review (LHR), site plan reviews, Reviews of Adequacy, and Subdivision Approval Not Required (ANR) or other subdivision applications.
2. Assists in the administration of the Large House Review process.
3. Assists in the administration of the sign permit process and the sign bylaw.
4. Assists in the administration of the Project of Significant Impact process.
5. Assists in administering the Design Review Board (DRB) program. Interacts with DRB applicants prior to and following DRB hearings when applications are considered. Provides technical information to new applications and assist in the evaluation and preparation of documents for DRB review.
6. Assists property owners with the Historical District Commission (HDC) application process and assists in administering and processing HDC applications.
7. Assists property owners with the Historical Commission (WHC) application process for Demolition Review and Waivers and assists in administering and processing WHC applications.
8. Collects, organizes, analyzes, and maintains data for use in technical studies and reports related to Planning Department activities.
9. Develops and prepares reports for the Planning Board and the Director, including but not limited to community planning studies, comprehensive planning, zoning research and analysis, site plan review, transportation, housing, and design review.
10. Gathers information and prepares reports, evidence, and exhibits for use in studies, projects, and legal action by the Department or other departments, including census population and housing characteristic.
11. Researches Federal and Massachusetts laws and statutes that relate to Planning Department activities.
12. Assists the Planning Director in various administrative tasks.
13. Cooperates with other Town departments and public and private organizations on issues of mutual concern.

14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Planning or a related field or equivalent
- One year experience in Municipal Planning or a related field or equivalent
- Working knowledge of all applicable laws pertaining to land use within a municipality
- Knowledge of preservation practices and tenets
- Ability to communicate verbally and in writing
- Ability to read and interpret plans and maps accurately, such as site plans, architectural plans, contour, and landscape maps
- Ability to manage time effectively and to prioritize workflow.
- Preferred: knowledge of transportation planning

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED: personal computer including Microsoft Office software, Adobe, GIS; telephone, smart phone, plan and document scanner/copier.

PHYSICAL DEMANDS: Work is performed in both office and remote settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination (or an adaptive ADA equivalent) is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the Planner is occasionally required to stand or sit, walk, use hands to finger, handle, feel or operative objects, tools or controls, and reach with hands and arms. The incumbent is occasionally required to climb or balance, stoop, kneel, crouch or crawl, talk or hear.

The Planner must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Planner works in office and remotely. Occasionally, work is in an outdoor setting with varying weather conditions, including wet, hot, icy, and humid, and is exposed to airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.