



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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Asst. Town Manager/HR Director

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Position Available
Environmental Planner

Planning and Community Development Department
35 hours per week

The Town of Sudbury seeks candidates for the position of Environmental Planner. Under the supervision of the Director of Planning and Community Development, responsible for reviewing development applications and plans; application review and permitting for proposed land uses; Stormwater permitting; and Stormwater Management compliance. Also responsible for implementing the Town's Community Preservation program; responding to inquiries on planning, development and zoning matters; conducting research and analysis of zoning changes, as well as local and state regulations.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at www.sudbury.ma.us/departments/HR. Starting salary range is \$62,588 to \$72,975 (full range to \$82,318); excellent benefits. Letters of interest/resumes may be sent to hr@sudbury.ma.us. Resumes accepted until June 10th at noon. AA/EOE

See below for complete job description.

ENVIRONMENTAL PLANNER

Position Purpose:

Under the direction of the Planning and Community Development Director serves as Assistant Planner, performs responsible professional and administrative work assisting the Director, the Planning Board, the Board of Selectmen, Community Preservation Committee, and various town appointed advisory committees with research, data collection, application review and permitting for proposed land uses, Stormwater permitting and Stormwater Management compliance, and application processing for Community Preservation Act projects.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Supervision Received: Works under the direction of the Planning and Community Development Director/Town Planner and assists the Director/Planner in the review of plans, applications and other submittals in connection with land use applications and Community Preservation Act proposals.

Supervision Given: None

Job Environment:

Makes frequent contact with various Town departments, has frequent interaction with various boards and committees and elected and appointed officials, makes contact with state and/or federal agencies and officials, and has interaction with the general public and with land owners and project proponents in public hearings and meetings.

Errors and poor performance could result in delay and confusion and in adverse publicity, missed deadlines and possible financial and legal implications.

Has access to department-related confidential information.

Essential Functions

Process applications for special permits, site plans, subdivisions, ANR plans and stormwater permits. Assist in oversight of all details of the application and approval process, including coordination of public hearings, site visits and inspections. Perform review of all project submittals for compliance with state and local bylaws and regulations, and coordinate with other Town departments as part of a comprehensive review process under pressure of specific deadlines. Coordinate review by outside consultants where applicable. Prepare decisions for board/committee vote. Monitors construction to ensure developer's compliance and enforces remedial action if needed.

Communicates with consultants under contract with the Town and makes occasional site visits to verify compliance with permit conditions.

Assists in long range planning and initiatives of the Department.

Reviews proposals for CPA funding and preparing recommendations; work with recipients to monitor CPA-funded projects after approval; assist with community outreach; update the CPC website and Community Preservation Plan; and develop Town Meeting articles, presentations and annual reports.

Researches zoning bylaws, subdivision rules and regulations, and other relevant bylaws, rules, regulations and procedures in place in other municipalities and at the state level in preparation for updating Town procedures and bylaws.

Responds to public inquiries to the Planning and Community Development Office.

Acts as a resource to other Town departments, boards and committees with planning, development and land use issues.

Assists with preparation of grant applications to state and federal agencies and programs for funding assistance for planning and development initiatives.

Performs similar or related work as required, directed or as situations dictate.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree from a four-year college or university in planning, civil engineering, public administration, public policy, architecture or related field; plus, two year's related experience or training; or an equivalent combination of education and experience; Municipal planning or civil engineering experience strongly preferred.

Knowledge, Abilities and Skills:

Knowledge: Working knowledge of fundamental concepts and familiarity with the practical and regulatory application of planning, development and land use principles. Understanding of municipal land use statutes and planning functions.

Ability: Ability to read, analyze and interpret scientific data, demographics, technical reports, blueprints and design plans, and legal documents. Ability to perform research, collect and analyze information and prepare written and oral reports and presentations for municipal boards, commissions, committees and the public. Strong communication and interpersonal skills, both in dealing with staff and the public, and with elected and appointed officials.

Skill: Effective public speaking skills, and ability to present information to public groups, clients and employees. Ability to work effectively and productively under time constraints to meet deadlines. Proficiency with Microsoft Office Suite. Experience with Geographic Information Systems is desirable.

Special Requirements: Possession of a valid motor vehicle operator's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to view computer screens and work with details for extended periods of time, operate standard office equipment and move throughout the office. May move objects weighing up to 10 pounds. Must be able to convey information to municipalities, consultants, officials and the public.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.