

# TOWN OF SOMERS

## Position Description

**Position Title:** Land Use Technician

**Town Department:** Land Use Department

**Direct Supervisor:** Director of Land Use

**Supervises:** None

**FSLA Status:** Part-time 20 Hours per week, Non-Exempt

**Bargaining Unit:** None

**Salary:** \$20-\$25 per hour/commensurate with experience

### **Position Summary:**

Performs technical work in providing information to the public, contractors, outside agencies and other town departments in regard to Town codes, ordinances and requirements that apply to construction and use of structures and land. Assist with Land Use Department functions including the Engineering, Building, Health, Wetlands, Planning, and Zoning operations.

### **Examples of Duties:**

- Provides telephone and in-person customer service to residents and contractors regarding all aspects of the Land Use Department permit application and inspection process and all associated record keeping functions. Coordinates permit application review.
- Provides information and technical assistance over the counter and phone to general public, property owners and developers, and their representatives.
- Receives monies and checks for permits. Records deposits submitted by the Public to the Town and prepares periodical reports relating to permits and fees.
- Assists Land Use Director, Sanitarian, Building Inspector, Zoning Enforcement Officer and Wetlands Enforcement Officer with daily department operations.
- Maintains Town records and maps.

### **Required Knowledge and Skills:**

- Knowledge of Town customer service objectives and strategies.
- Knowledge of proper telephone, office and on-line etiquette.
- Knowledge of State laws, and Town Ordinances governing building, land use, planning and zoning matters.
- Knowledge of computerized software programs such as PermitLink/on-line permitting system, GIS mapping, databases, word processing, spreadsheets and electronic mail.
- Knowledge of the operation of computers, scanners, and copiers.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain appropriate working relationships with public officials, employees, property owners and their representatives, and the general public.

Approved by:

Dir. Of Land Use

Approved by:

HR/on file

Last Revision Date: 07/01/2023

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### **Qualifications:**

- Experience with public administration, construction management, planning, environmental, or related field and working knowledge of municipal Land Use operations, or an equivalent combination of education and experience.
- Minimum of 5 years' general office experience.
- Valid Driver's License.

### **Physical Requirements:**

This position is primarily situated in an office environment. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone.
- Regularly speak to customers and listen to customer issues.
- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand for periods up to 15 minutes and walk to provide counter service to customers visiting the Land Use department.
- Stand, lift, reach and bend to store and access records and files in the course of maintaining files and providing service to customers and support to the department within the office environment.
- Reach, bend, push, pull and lift objects of up to 25 pounds.
- Concentrate on fine details with constant interruption, some pressure and changing priorities and return to unfinished tasks when distracted and complete them efficiently.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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