



The City Beautiful

City of Coral Gables Job Description

Job Title: Zoning Planner Lead
Department: Development Services/Planning
& Zoning Division
Classification: 1116
Pay grade: 22C
FLSA: Non-Exempt

Prepared Date: 5/2015
Approved By: HR/CM

⑧

Summary

Supervisory and technical work involving the enforcement of zoning regulations.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises Zoning Planners, Zoning Inspectors and Zoning Technicians. Reviews work, provides technical assistance, approves leaves, assists with performance reviews, advises supervisor on disciplinary problems.

Reviews and analyses plans for proposed construction covering residential, mixed use projects and commercial projects to determine conformity to applicable Zoning codes, regulations and maps.

Performs field inspections.

Studies new ordinances, rulings, interpretations, records old and new information from other departments concerning building permits and other related data.

Assists Zoning Official with Board of Adjustment duties including but not limited to attending the Board meetings, preparing staff reports and making presentations to the Board.

Explains zoning regulations and plan compliance to developers, architects, engineers, contractors, property owners and others.

Interprets zoning codes, regulation and maps, as required, to determine individual project compliance with the City's zoning and relevant city code requirements.

Computes and verified development calculations such as building heights, number of stories, setback, ground coverage, floor area, parking space, lot size and landscaping areas for all assigned projects.

Assists in preparing and revising maps, graphs, charts, forms and other zoning materials.

Assists other staff with the development of new zoning code amendments, regulations and interpretations.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the Zoning Codes, development regulations, procedural regulation applicable to Zoning plans processing work. Ability to communicate effectively, orally and in writing. Ability to supervise, train, and direct the work of the Zoning Technicians. Ability to perform mathematical computations. Ability to conduct research. Ability to deal effectively and tactfully with professionals and the public, and to be capable of enforcing regulations firmly and impartially. Knowledge of computer aided design/drafting.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors and also involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in zoning, planning, public administration, engineering, architecture or relate field. Any equivalent combination of education and experience. Three (3) years experience as a Zoning Technician or Zoning Planner and one (1) year of prior supervisory experience.

Four (4) years experience in related work required. Prefer experience interpreting and implementing land use regulations, and experience with legal descriptions for parcels of land.

Require experience interpret and implementing land use regulations, and experience with reviewing development plans to determine conformance with various code requirements.

Computer Aided Design software knowledge required.

Valid Florida Driver's License.

A comparable amount of training or experience may be substituted for the minimum qualifications.