



TOWN OF BELMONT

JOB TITLE: Land Use Technician
DEPARTMENT: Land Use
STATUS: Full-Time, Non-Exempt
LABOR GRADE: 16 (\$52,903 to \$66,939 DOQ)

4/25/23

JOB SUMMARY: Provides technical support primarily to the Planning Board and Conservation Commission, but also to the Zoning Board and Board of Selectmen. Performs skilled technical work in the evaluation of land and project development for municipal and private projects. Includes a variety of assignments in connection with the investigation, location, design, construction, operation, and maintenance of projects and facilities.

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

- Provides technical and site reviews for the Planning Board.
- Inspects construction sites as part of subdivision or site plan approval.
- Provides staff facilitation to the Conservation Commission. This shall include attending and participating in Conservation Commission meetings and providing guidance, recommendations, interpretations and outline available options.
- Develops, updates, and maintains digital mapping project files.
- Maintains road inventory.
- Maintains open space lands inventory.
- Reviews and comments on wetland permits, shoreland waivers, and site-specific applications to the NHDES.
- Reviews Earth Excavation, Site Plan and Subdivision applications for compliance with engineering and environmental best practices and Town regulations.
- Serves as the Town's alternate representative on the Lakes Regional Planning Commission Transportation Advisory Committee.
- Responds to public inquiries regarding regulations, applications, and permits.
- Evaluates land and prepares preliminary plans for land disposition, conservation, or improvement and development project in accordance with applicable regulations, standards, and practices.
- Documents and reports on environmental violations to NHDES.
- Documents and provides tax map changes to the tax map vendor.
- Inspects a variety of private development projects and recommends corrections or additions where specifications have not been met as to quality, quantity, and methods of construction.
- Maintains "as-built" information on public improvement plans and private development.
- Uses and maintains a variety of computer, drafting, and survey tools and equipment.
- Contributes to immediate, ongoing departmental objectives by facilitating the direct provision of services to the public.
- Maintains accurate records showing project progress by writing reports that include a variety of information
- Represents the Conservation Commission in negotiations with realtors and landowners for the acquisition of conservation property and easements.
- Represents the Town and works closely with outside consultants and agencies regarding environmental matters.
- Writes and applies for grants for Town and Conservation projects.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of federal, state, and local ordinances, regulations, standards, administrative rules and best management practices regarding the evaluation, conservation, and development of real property.
- Knowledge of modern engineering methods and techniques as applied to the construction and maintenance of private development.

- Knowledge of real estate, land use law, and survey methods.
- Knowledge of environmental permitting, title research, mapping, civil/environmental engineering, surveying, and natural resource management.
- Knowledge of general site construction, engineering, and environmental regulations.
- Knowledge of the management, protection, conservation, and enhancement of natural resources.
- Knowledge of title law for the purposes of land administration.
- Knowledge of the principles and practices of land surveying.
- Skill in the use of computers.
- Skill in the use of standard office equipment including computers, printers, plotters, and related software.
- Ability to work independently.
- Ability to research property titles.
- Ability to use an integrated GIS system and CAD software.
- Ability to read, understand, and interpret plans and specifications.
- Ability to communicate effectively, orally, and in writing.
- Ability to establish and maintain effective working relationships with the department heads, officials, outside agencies, civil leaders, and the general public.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work is responsible for planning and carrying out the assignment solving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on their own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and several specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgement in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends on the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have been selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions, or situation in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, test operations or research conclusions; or the social, physical, and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work. The contacts are with members of the general public, individuals, or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as equipment and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, construction sites, developed and undeveloped properties, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, avoidance of construction equipment and processes, observance of fire regulations and traffic signals, etc.). The office work area is adequately lighted, but may, at times, be inadequately climate controlled and ventilated. Office area and workspace sizes and configurations are congested and restricted, may not be conducive to efficient employee operations, and require employee to utilize effective workplace safety and organizational methods. Employees may be required to use protective clothing or gear such as coats, rainwear, boots, and hard hats.

MINIMUM QUALIFICATIONS:

- Bachelor's degree civil engineering, environmental studies, natural sciences, mapping/GIS, real estate law, surveying, land use planning, or related field.
- Three-five years' experience in public or private sector land use development.
- Familiarity with New Hampshire land use law.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
- Course work related to environmental issues.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.