

TOWN OF BOONE

EMPLOYMENT OPPORTUNITY

The Town of Boone Planning & Inspections Department is seeking qualified applicants for the position of Environmental Planner. This employee performs difficult professional work assisting in the administration of the Unified Development Ordinance and/or Town Code in regards to all environmental regulations (landscape standards, grading, soil erosion and sedimentation control, stormwater, and flood and watershed protection). Performs responsible technical work on the implementation/inspections and enforcement of regulations; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Work as part of the Town's review team by completing development site plan reviews and making comments on project compliance to the Senior Planner/Project Manager; Regularly schedules site visits to assure project conformity with code requirements; Convey objectives and requirements of the department to the private sector; Serves as primary interface with regulatory agencies as part of the development review team and for environmental programs managed by the Town (soil erosion, community rating system, NFIP, etc.); Identify complex problems in the field after review of related information to develop and evaluate options and implement solutions with applicants and design professionals; Maintain records and files; Provide technical assistance to the Code Enforcement Officer on environmental-related enforcement actions; Communicate and address issues relating to advancement and proper management of Boone's urban forest and xeriscape practices; Communicate and address issues relating to advancement and proper management of Boone's floodplain management and soil erosion control programs. Develop reports, organize data and prepare graphics for presentation before a wide variety of public or private groups on existing or proposed environmental regulations; Makes subject matter presentations to appropriate boards and interested citizens; Utilizes GIS technology to assess and analyze urban forest conditions affected by development activities; Serves as backup for Senior Planners; Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of urban design and planning as well as familiarity with professional planting practices, native plants and environmentally sensitive design; Ability to identify plant material used in landscape construction; Thorough knowledge of current literature and recent developments in the field of urban landscaping design; Thorough knowledge of current literature and recent developments in the field of urban design; Thorough knowledge of current literature and recent developments in the field of urban environmental planning. Thorough knowledge of ordinances governing construction plans and related codes; General knowledge of civil engineering principles and practices; Ability to analyze and systematically compile technical and statistical information and to prepare technical reports; Ability to prepare and present technical information clearly to lay groups and the public; Ability to establish and maintain effective working relationships with associates and representatives of other public agencies; Firmness and tact in enforcing ordinances and regulations.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban design, landscape architecture, horticulture or related field, or environmental science and considerable experience in the practice of landscape design, landscape contracting, urban design, environmental or landscape planning in a municipal environment.

SPECIAL REQUIREMENTS:

Possession of a valid North Carolina driver's license is required. Preference will be given to registered North Carolina Landscape Contractors, Arborists, Foresters or members of the American Society of Landscape Architects. Required to obtain Certified Floodplain Manager within 18 months of start date and Certified Professional in Erosion and Sediment Control certificates within three years of start date.

SALARY: \$48,968 Employee will serve a six-month probation. Town of Boone is an EOE.

Special Note: All offers of employment are subject to successful completion of a controlled substance screening, medical examination and extensive background check.

Applications may be downloaded at www.townofboone.net and returned to PO Box 192, Boone, NC 28607, Attn HR or emailed to linda.council@townofboone.net. You may fax to 828-268-6208.

Deadline: Open until filled.
