

Summary

The Land Use / Zoning Specialist will be responsible for researching, obtaining, analyzing and determining requirements, process, and timelines for the zoning and permitting process for multiple telecommunication projects. This position includes preparing, presenting, and conducting neighborhood meetings or public hearings.

Reports to

Director of Real Estate

Essential Job Functions

- Preparing preliminary zoning analyses and determining the requirements and timelines for the permitting process of multiple projects
- Coordinating with RF Engineers and team members throughout the site development process
- Researching and obtaining information regarding all applicable codes, and regulations which would affect the development of a site
- Maintaining complete documentation applicable to planning procedures, communications, and actions taken on each site
- Preparing and ensuring completeness of necessary applications and supporting documentation including written descriptions, findings, justifications, plans and sketches, diagrams and photo simulations
- Organizing and conducting presentations for neighborhood meetings or public hearings-when required
- Attending status meetings and prepare site status reports as needed
- Conducting site visits
- Other duties as assigned

Requirements

- At least 2 years experience with zoning, preferably within the telecommunications industry
- Bachelor's Degree, preferably in Urban Planning, Land Use, or related discipline

Knowledge, Skills and Abilities

- Work in schedule driven environment, including working efficiently, multi-tasking, meeting stringent deadlines, and achieving project goals.
- Outstanding organizational skills; must be detail-oriented and possess strong follow-through skills
- Ability to understand technical information
- Public speaking and presentations skills
- Proficiency in all aspects of Microsoft Office Suite
- Ability to travel when necessary
- Ability to conduct site visits,
- Valid drivers license

Working Conditions

- Approximately 95% of time spent in office utilizing a computer workstation with 5% of the time moving about an office
- Lifting requirements not to exceed 20lbs (drawings, code books, filings, etc.).