

Summary

The Site Acquisition -Land Use Specialist will be responsible for the following:

Land Use: researching, obtaining, analyzing and determining requirements, process, and timelines for the zoning and permitting process for multiple telecommunication projects in multiple jurisdictions. This position includes preparing, presenting, and conducting neighborhood meetings or public hearings.

Site Acquisition: negotiating lease terms with a landlord.

The position must be able to manage multiple sites and multiple projects at a time.

Reports to

Director of Real Estate

Essential Job Functions

- Prepare preliminary zoning analyses and determining the requirements and timelines for the permitting process of multiple projects
- Coordinate with RF Engineers and team members throughout the site development process
- Research and obtain information regarding all applicable codes, and regulations which would affect the development of a site
- Maintain complete documentation applicable to planning procedures, communications, and actions taken on each site
- Prepare and ensure completeness of necessary applications and supporting documentation including written descriptions, findings, justifications, plans and sketches, diagrams and photo simulations
- Identify qualified locations for wireless communication facilities.
- Complete property researches and due diligence, including property profiles, title reports, vesting deeds, zoning maps, parcel maps, street maps, etc for selected sites.
- Identification of and coordination with property owners, neighborhood associations, and other land owners to gain authority to enter into legal agreements for the installation of a wireless communication facility.
- Negotiate lease, license and/or easement agreements with designated property owners
- Coordinate site visits with multi-disciplinary group, including RF Engineering, Construction Management, and A&E departments.
- Identify creative solutions for the development of a communication facility when faced with challenging site specific issues.
- Complete leasing packages required for the site acquisition process in accordance with PTS' quality assurance program and client specifications
- Prepare and ensure completeness of all necessary applications and supporting documentation including written descriptions, findings, justifications, plans and sketches, diagrams and photo simulations.
- Interact with RF Engineering and construction to ensure compliance with all client, landlord, jurisdictional, governmental, and industry requirements.
- Accurate daily, weekly, monthly and quarterly forecasting and reporting to the Project Manager/Team Leader/and/or client as required.
- Organize and conduct presentations for neighborhood meetings or public hearings-when required
- Attending status meetings and prepare site status reports as needed
- Conduct site visits
- Other duties as assigned

Requirements

- At least 5 years experience with zoning and site acquisition, preferably within the telecommunications industry
- Bachelor's Degree, preferably in Urban Planning, Land Use, or related discipline
- Real Estate License or willingness to obtain one strongly preferred.

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
- Valid drivers license

Working Conditions

- Approximately 60% of time spent in office utilizing a computer workstation with 40% of the time working with landlords and jurisdictions
- Lifting requirements not to exceed 20lbs (drawings, code books, filings, etc.).