Town Planner / Stormwater Technician

The Town of Lewisville is recruiting for a professional to fulfill the position of a full time Town Planner/Stormwater Technician. This position works closely with and at the direction of the Town Manager and Assistant Town Manager/Public Works Director.

This position requires a person with a variety of skills related to plan review, permitting, code enforcement, planning and zoning as well as stormwater permitting and reporting. This position requires a person who is responsible, trustworthy and able to work as a team.

The ideal candidate is one who learns quickly and one who is capable of navigating multiple tasks in the office in addition to occasional field work.

The position requires a bachelor's degree in planning, geography or a related field with some experience in the public sector. Considerable experience with GIS technology is preferred. A higher degree does not substitute for work experience.

More detailed information may be found in the complete job description attached.

Grade 59
Salary Range: $56,185 - $89,898 annually
Non-Exempt

TOWN PLANNER / STORMWATER TECHNICIAN

General Statement of Duties

Performs technical work involving plan review, permitting, and code enforcement to ensure compliance with Town planning and zoning ordinances as well as coordinates, plans and implements activities to support the town's Stormwater Management Program.

Distinguishing Features of the Class

An employee in this class performs a variety of technical and administrative planning and stormwater work in support of the coordinated guidance and regulation of growth and development of the Town. Work involves performing residential and commercial site plan review on submitted plans for compliance with land use, zoning, and planning ordinances; reviewing plats for accuracy; accepting and processing development applications; preparing maps and charts using GIS; data collection; preparing materials for public meetings; preparing public notices and property owner letters; participating in special projects; providing staff support to the Planning Board; providing technical assistance to developers and the general public on planning and zoning ordinances, development issues and stormwater matters; and maintaining files and records. Work also involves enforcing code ordinances; conducting field inspections to determine compliance of properties with land use and zoning codes including overgrown lots, junk vehicles, signage, and other nuisances; removing non-permitted signage; drafting code violation notifications; collaborating with property owners to resolve violations; researching and reviewing legal descriptions and property ownership information; and preparing and maintaining records and files of inspections and complaints. This position also assists with the management of the stormwater permitting and reporting process to achieve and maintain compliance with the town's NPDES Phase II Storm Water Permit. Work requires the ability to communicate technical regulations effectively and interpret and apply ordinances and rules fairly and consistently. General knowledge of planning and zoning regulations, stormwater regulations, GIS technology, judgment and initiative are required in the performance of duties. Work is performed under regular supervision and is evaluated through conferences, review of work results, and overall public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Assists the public, developers, contractors, and others with information, processes, technical guidance and other customer service needs in the development review and stormwater processes.

Receives inquiries from the public and interprets, explains, and advises the public on Town codes, ordinances, and regulations.

Assists in reviewing development proposals, site plans, and parcel maps for compliance with appropriate land use ordinances and regulations; prepares plan review staff reports and recommendations.

Assists with the preparation of agendas and information packets for meetings; attends meetings and prepares meeting minutes; and provides administrative support to the Board as needed.

Enforces local ordinances and codes related to zoning, nuisance abatement, illegal signage, and other regulations; investigates violation complaints; conducts field inspections; documents finding; works with property owners to achieve compliance; issues citations for violations; prepares and maintains detailed files and records of investigations and enforcement actions.

Provides research and input into the development of ordinances, policies, and procedures for the Town and the department; researches and compiles data for departmental reports and projects.

Prepares and updates a variety of maps using GIS technology; creates maps for other departments.

May prepare charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, and citizens.

Researches and prepares planning elements necessary for decision by management or boards; drafts ordinance revisions for management review.

Prepares and sends development-related notifications and letters; installs public hearing signs; updates the department website.

Compiles, collects, prints and records a variety of data and records for analysis of trends and preparation of reports; creates reports and databases; maintains databases.

Attends and participates in stormwater events.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge and understanding of the principles, practices and applicable laws of public sector land use development, public sector planning and municipal stormwater management.

Thorough knowledge of the Town's zoning, land use, and technical ordinances pertaining to land use planning and development.

Thorough knowledge of the Town's Stormwater Management Program.

Thorough knowledge of the governmental laws, programs, and services pertinent to land use development, planning and stormwater processes.

Working knowledge of the application of information technology to the work including the use of various software, hardware, and peripherals including GIS, ESRI ArcMap, spreadsheets and databases.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skill in reading and interpreting plans and specifications and in applying ordinances and codes to specific situations.

Skill in preparing documents and maps with accuracy and in proofing documents for thoroughness and accuracy.

Skill in collaborative conflict resolution, meeting facilitation, and public presentations.

Ability to research and interpret local ordinances, rules, and regulations.

Ability to read and interpret site plans to ensure compliance with appropriate codes and ordinances.

Ability to enforce ordinances with tact, firmness and impartiality.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with Town officials, developers, supervisors, employees, the general public and other municipal government agencies.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning and stormwater issues, and do extensive reading.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in urban or regional planning, community development, geography, or related field and some experience working in public sector planning or development; or any equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of CZO certification within timeframe established by the Town.

Possession of Stormwater Control Measure Inspection & Maintenance Certification within timeframe established by the Town.

Lewisville
2026