

Employment Opportunity: Associate Planner Devens Enterprise Commission

DATE: May 12, 2022

Associate Planner: Devens Enterprise Commission

The Devens Enterprise Commission (DEC) is seeking experienced candidates to fill the position of Associate Planner. The DEC acts as the regulatory and permitting authority for the Devens Regional Enterprise Zone (Devens) located in north central Massachusetts. Its role is to administer and enforce the reuse plan, by-laws, regulations and sustainability vision within Devens. The DEC functions as a unified permitting agency and acts as the local board of health, conservation commission, zoning board of appeals, historic district commission, and planning board. Under the direction of the Director/Land Use Administrator, this full time position performs a variety of professional planning, administrative, and technical duties in connection with the interpretation, processing, and enforcement of the Devens By-Laws and Devens Enterprise Commission Rules and Regulations (974CMR) related to all development/redevelopment proposals. The DEC operates a unique one-stop expedited and unified permitting system within Devens – a former military base. The Associate Planner performs a number of current and long-range planning duties and functions related to this expedited and unified permitting process, including:

- Assists in performing work with businesses and associations at Devens to encourage participation in sustainable development initiatives and implementing the Devens Forward Climate Action and Resilience Plan and Devens ReUse Plan;
- Manages development projects, including grant writing, public bidding and all required reporting;
- Reviews development proposals including site plans, wetland permits, subdivision plans, historic district certificates of appropriateness, industrial performance standards, and variance requests, checking for completeness, accuracy, compliance with the DEC's Rules and Regulations;
- Compliance with local board of health regulations;
- Processing applications from pre-permitting, to intake, decision, and enforcement;
- Prepare revisions/updates to the Regulations;
- Prepares written Staff Reports and Record of Decisions for review and approval by the DEC;
- Enforces Commission decisions by conducting field inspections, noting any inconsistencies, follow-up and monitoring of conditions and violations of Unified Permit orders of conditions and decisions;
- Scheduling public meetings, coordinating and attending site visits, preparing public notifications, meeting agendas, and decisions in accordance with the Open Meeting Law;
- Works with consultants and makes recommendations to the DEC on development proposals;
- Provides assistance to the public relative to the Commission's rules and regulations;

- Responsible for maintenance of all files and records related to the work of the Commission;
- Represents the Commission at meetings of Devens Disposition Committees and regional planning agency, as directed;
- Undertakes research projects, prepares studies, reports and presentations and represents the Commission at public and/or neighborhood meetings as required;
- Performs other duties as assigned by the Director.

The successful candidate will work with the Director and Environmental Planner to provide administrative and technical support to the DEC. The Commission takes a holistic approach to planning, balancing social, environmental and economic development as we work to maintain Devens as a model of sustainable development for the Commonwealth.

Supervision

Works as assigned by the Director in compliance with DEC policies. May be responsible for independently leading special projects and associated consultants. Works closely with Executive Assistant to help manage office operations and services to the public.

Knowledge, Ability and Skill

Applicant's should have knowledge of the principles of planning and zoning, wetlands and natural resource planning, sustainable development, statistical analysis, historic preservation, economics, and public health. Familiarity with low-impact development and stormwater pollution prevention (MS4) preferred. Knowledge of circular economy concepts and eco-industrial development a plus.

Ability to work independently and as part of a team and complete assignments to meet legal deadlines. Ability to interpret regulations accurately and consistently. Ability to analyze problems, prepare reports and formulate recommendations. Ability to establish and maintain effective working relationships with Commission members, officials, applicants, and the general public. Ability to interact patiently, professionally, and effectively with the public. Ability to communicate effectively orally and in writing. Ability to read, interpret and prepare construction plans, field sketches and maps. Familiarity with sustainability rating systems such as LEED is a plus. Applicants must be familiar with MA Open Meeting Law and State Conflict of Interest and Ethics laws. Skill in managing and meeting multiple required project deadlines. Computer skills and excellent written and oral communication/presentation skills essential. Skill in graphic presentation and website management a plus.

Additional Requirements

Valid Massachusetts motor vehicle operator's license and insured personal vehicle. Working knowledge of Microsoft Office Suite. Basic training in ArcGIS software is preferred.

Work Environment

Most work is conducted in an office, with frequent interruptions. Some work is conducted in the field, with exposure to various weather conditions and the hazardous conditions associated with walking through rough terrain and woods. The employee will be required to attend off-hour meetings with Commission and regional interest groups.

Physical Requirements

Minimal physical effort is generally required to perform duties under typical office conditions. Occasional moderate physical effort required when conducting site visits. The employee is required to stand, walk in and around various terrains, sit, speak and hear, use hands to operate equipment and lift or carry up to 30 pounds. Vision requirements include the ability to read routine and complex documents as well as non-written documents (maps, charts, etc.) for analytical purposes, use a computer, and operate an automobile.

Qualifications

This position works both independently and as part of a team of professionals. A master's degree in planning or a related field, plus a minimum of two year's work experience in the planning profession preferred. A bachelor's degree and four years of professional planning experience may also be accepted. AICP certification is preferred.

Salary Range/Benefits

Hiring range: \$64,000 to \$89,000, depending on qualifications. Full salary range exceeds hiring range. Health and retirement benefits also available.

This is a full-time position (37.5 hours per week) and requires occasional attendance at evening and early morning meetings outside of regular work hours. .

Any person wishing to apply should e-mail a cover letter and resume as a single PDF file titled "Associate Planner -Your Surname" to peterlowitt@devensec.com by June 15, 2022.

The Devens Enterprise Commission is an Equal Opportunity/Affirmative Action Employer.

Peter Lowitt, FAICP
Director/Land Use Administrator

Devens Enterprise Commission
33 Andrews Parkway
Devens, MA 01434