

Zoning Specialist

Job Description

Zoning Specialist

The Zoning Specialist is responsible for zoning wireless telecommunications sites, ensuring the timely submittal of comprehensive, defensible applications and presentation to Staff, Planning Commissions, legislative bodies, and the general public.

Responsibilities will include but are not limited to the following:

- Will serve as a point of contact for the community and/or government agencies involved in implementing zoning regulations.
- Oversee completion of Zoning and Permit applications for submittal to various jurisdictions and coordinate the zoning process with outside counsel and other vendors.
- Attend site visits with architect and/or surveyor to insure sites are designed to conform to Zoning and design requirements.
- Review survey and Site Plans to insure accuracy and compliance with municipal submittal requirements.
- Work directly with Site Acquisition Manager and/or other site acquisition and construction personnel to provide zoning expertise in all aspects of project.
- May be involved in ordering and tracking Title, Survey, Environmental reports, structural analyses, regulatory reports, lease exhibits and construction plans and drawings as required.
- Prepare for and present applications for wireless communications facilities to neighborhoods and/or municipal bodies to secure approvals.
- Must be able to read and interpret surveys and construction drawings.
- Prepare and update site status reports/databases, site close-out packages, and attend client meetings or deployment calls as required.

Required Experience

Qualifications:

- Strongly prefer knowledge of site acquisition processes.
- College Degree or equivalent experience in Urban Planning, Architecture, Real Estate, or related field.
- Excellent verbal and written communication skills.
- Excellent public speaking and presentation skills required.
- Excellent computer/reporting skills, including a high level of proficiency with MS Excel and other database/project management tracking tools.
- Highly organized and able to multi-task and work effectively with limited supervision with tight deadlines and high volume of projects.
- Highly motivated "self-starter" able to work under aggressive project schedules and a fast pace environment.