

Development Services – Planning and Zoning Intern

Minimum Preparation for Work:

College or high school student, 16- to 24-years old, who resides or attends school in Escambia County with sufficient education to demonstrate an ability to read and write and follow written instructions.

Necessary Special Requirements:

Knowledge of English usage, spelling, grammar, and punctuation; arithmetic and basic mathematical calculations. Ability to communicate clearly and concisely, both orally and in writing. Provide research assistance; collect and analyze data, prepare correspondence and reports. Establish and maintain effective working relationships with those contacted in the course of work. Display interest and desire to expand knowledge in the land use, development and/or construction industry, engineering, architecture, contracting, project management, or land development code enforcement.

Nature of Work:

This is technical work in the collection, analysis and compilation of data utilized in project planning, drafting of ordinances and development of special projects. Intern participates in field surveys and research, collects planning data and performs basic analysis of acquired data for formatting and use in reports, maps, legal instruments and graphic presentations. Work is performed under the immediate supervision of a planner who issues specific assignments and checks work in progress and upon completion.

Examples of Work:

- Answers questions regarding zoning, future land use, city ownership, set back requirements for new structures and Land Development Code requirements.
- Participates in field surveys to secure a variety of planning data such as land use and development patterns and density.
- Assists in the preparation and presentation of survey and research findings in graphic, chart, pictorial, cartographic and technical drawing forms.
- Prepares hand-drawn and computer-generated layouts, charts, graphs, maps, illustrations, paste-ups, scale models, renderings and cover designs.
- Catalogs and files planning materials.
- Prepares property maps and maps for zoning changes.
- Advises and consults with professional designers, builders, plumbers, and the general public in regard to approved design methods, materials, and laws.
- Keeps various operating records and makes reports.
- Attends City review board meetings and assists with preparation of agendas and minutes.
- Performs other duties as assigned.

Mental and Physical Requirements:

The intern must be able to accompany staff on field/site visits. While performing the duties of this job, the intern is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear. The intern is occasionally required to stand, sit, climb, balance, stoop, and crouch.

Specific vision abilities include close, distance, color, and peripheral vision, and depth

perception.

The intern regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an intern to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.