

TOWN OF CHAPEL HILL, TENNESSEE

Job Description

Town Planner / Codes Enforcement Officer

Department: Planning/Codes

Reports To: Town Administrator

FLSA Status: Exempt

Employment Status: Full-Time

Position Summary

The Town Planner/Codes Enforcement Officer is responsible for administering the Town's planning, zoning, and development regulations while ensuring compliance with municipal codes and property maintenance standards. This position serves as the primary staff member responsible for land use planning, development review, code enforcement, and coordination with the Planning Commission, Board of Zoning Appeals, developers, property owners, contractors, and the public.

The employee performs professional, technical, and administrative work to promote orderly growth, protect public health and safety, preserve community character, and implement the Municipal Zoning Ordinance.

Essential Duties and Responsibilities

Planning and Zoning

- Administer and enforce the Town's Zoning Ordinance, Subdivision Regulations, and applicable land development regulations.
 - Review development proposals, site plans, subdivisions, rezoning requests, variances, and special exception applications for compliance with Town regulations.
 - Prepare staff reports and recommendations for the Planning Commission, Board of Zoning Appeals, and Board of Mayor and Aldermen.
 - Coordinate planning activities with engineers, surveyors, developers, architects, utility providers, and state agencies.
 - Assist with updates to zoning maps and development ordinances.
 - Maintain accurate zoning maps, land use records, and development files.
 - Conduct research related to planning, zoning, demographics, growth trends, and community development.
 - Provide planning and zoning information to citizens, developers, businesses, and elected officials.
-

Codes Enforcement

- Investigate complaints regarding violations of municipal codes, zoning regulations, property maintenance standards, nuisance ordinances, signage, abandoned vehicles, weeds and overgrown lots, junk and debris, and related issues.
 - Conduct routine inspections throughout the Town.
 - Issue notices of violation, citations, correction orders, and compliance deadlines as authorized.
 - Maintain detailed inspection reports, photographs, correspondence, and enforcement documentation.
 - Coordinate enforcement efforts with the Building Official, Fire Department, Police Department, Public Works, and legal counsel when necessary.
 - Monitor compliance and conduct follow-up inspections.
 - Prepare evidence and testify in Municipal Court when required.
-

Administration

- Prepare agendas, reports, meeting packets, and minutes for the Planning Commission and Board of Zoning Appeals.
 - Maintain permits, inspection records, and planning files in accordance with Tennessee public records requirements.
 - Assist with grant applications and community development projects.
 - Develop policies and procedures related to planning and code enforcement.
 - Assist with budget preparation and departmental reporting.
 - Attend evening meetings as required.
 - Perform other duties as assigned.
-

Knowledge, Skills, and Abilities

- Knowledge of municipal planning principles and land use practices.
 - Knowledge of zoning administration and subdivision regulations.
 - Knowledge of municipal code enforcement procedures.
 - Familiarity with Tennessee planning and zoning statutes.
 - Ability to interpret maps, plats, construction plans, surveys, and legal descriptions.
 - Ability to read and interpret ordinances, state laws, building codes, and technical documents.
 - Ability to communicate effectively with elected officials, contractors, developers, property owners, and the public.
 - Ability to resolve conflicts professionally and tactfully.
 - Strong organizational, analytical, and recordkeeping skills.
 - Proficiency with Microsoft Office and GIS, permitting, or municipal management software preferred.
-

Minimum Qualifications

Education

Bachelor's degree in Urban Planning/Development, Public Administration, Civil Engineering, Construction Management, or a closely related field is preferred.

An equivalent combination of education and progressively responsible experience may be considered.

Experience

- Three (3) years of experience in municipal planning, zoning administration, code enforcement, building inspections, or related governmental work preferred.
 - Experience working with Planning Commissions or municipal boards is preferred.
-

Certifications

Must possess or obtain within a reasonable period after employment:

- Valid Tennessee Driver License.
 - Tennessee Certified Codes Enforcement certification (or ability to obtain).
 - American Institute of Certified Planners (AICP) certification preferred but not required.
 - Tennessee Municipal League or Tennessee Chapter of the American Planning Association training is desirable.
-

Physical Requirements

Work involves both office and field activities. The employee must be able to:

- Walk uneven terrain during inspections.
- Lift up to 25 pounds.
- Operate a motor vehicle.
- Work outdoors in varying weather conditions.
- Occasionally climb stairs and navigate construction sites.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Working Conditions

- General office environment with occasional field inspections.
 - Regular interaction with the public, including occasionally difficult or confrontational situations.
 - Attendance at evening Planning Commission, Board of Zoning Appeals, and Board of Mayor and Aldermen meetings is required.
 - Occasional emergency response or after-hours inspections may be necessary.
-

Salary

Salary is commensurate with qualifications and experience. The Town of Chapel Hill offers a competitive benefits package including TCRS retirement, 401k, health insurance, paid leave, and professional development opportunities.

Equal Employment Opportunity

The Town of Chapel Hill is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.