

Example of City Planner Job Description

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Our growing company is searching for experienced candidates for the position of city planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for city planner

- Manage work orders through the entire process and taking accountability for customer satisfaction
- Maintain a current understanding of industry practices, standards and customer needs
- Acquire permits and easements, identifying environmental requirements and coordinating required project components with other departments, customers, governmental bodies, and various external sources
- Manage numerous less complex design projects from inception to construction completion
- Performing meter spots and related design work
- Identifying and pursuing opportunities to consult on big city projects
- Managing small to medium scale consulting projects and discrete components of large/complex project delivery
- Contributing to the cities dialogue in Australasia (for example through regular events, conferences or industry representative organisations)
- Leading the skills development of others in areas related to strategic/city planning
- Well plans for both direction and horizontal wells

Qualifications for city planner

- Demonstrate the ability to analyze and resolve issues
- Knowledge of purchasing/procurements

- Computer literacy, specifically knowledge and experience in spreadsheet and database
- Ability to work to schedules and deadlines
- Ability to coordinate activities