



City of Greenville (SC)

PLANNING & ZONING TECHNICIAN - 0926

SALARY	\$25.00 - \$31.70 Hourly \$52,000.00 - \$65,936.00 Annually	LOCATION	15 S Main Street - Civic Design Center, SC
JOB TYPE	Full Time	JOB NUMBER	01583
DEPARTMENT	PLANNING & DEVELOPMENT	DIVISION	PLANNING & DEVELOPMENT
OPENING DATE	09/21/2026	FLSA	Non-Exempt

Brief Description

Job Summary

Under general direction and in compliance with standard operating procedures and policies, performs a variety of planning and zoning support duties. Reviews development proposals with prospective applicants. Reviews residential and commercial building permit and zoning applications for compliance with the Greenville Development Code, design guidelines, landscape and tree standards, and other relevant project approval requirements. Periodically conducts technical field inspections to determine compliance with zoning ordinance requirements and approved permit specifications. Performs limited zoning enforcement work. Provides administrative support with submittal, review, and processing permit and project documents. Serves as a point of contact to assist the public and internal staff with planning and development related inquiries. Conducts technical research and compiles data on planning issues.

Job Duties

Essential Functions

Essential Functions	% of Time
• Perform Zoning Permit Review Duties: Review residential and commercial building permit applications for compliance with applicable requirements. Inspect site plans, construction documents, and requests for occupancy for compliance. Conduct technical field inspections as directed. Determine the compliance status of residential, commercial, and industrial buildings with zoning ordinances, landscaping and tree requirements and permit conditions. Perform research, reviews, and inspections for Certificates of Occupancy. Prepare zoning verification letters and provide to applicants. Process and route zoning permit applications to applicable departments and/or reviewers. Confer with City staff, designers, applicants, developers and public about development requirements and procedures via face-to-face meetings, phone, and on-site visits. Prepare correspondence to convey requirements and procedures. Maintain a working knowledge of the adopted ordinance and related standards to accurately apply during reviews, accurately and clearly communicate their requirements to customers and suggest	50%

alternate design methods when necessary. Maintain and update files and records related to review, inspection, and enforcement activities.	
• Support Planning Functions: Complete assigned tasks related to Planning & Development department functions, which may include additional Zoning Permit Reviews and/or review and processing of subdivision applications, data entry and editing in City software databases, assigning of addresses and administration of the City's addressing program, preparation of monthly addressing reports, zoning enforcement, or other department functions. Coordinate application intake and system entry by reviewing applications for completeness and ensuring all required materials have been submitted. Provide invoicing details to applicants including where fees may be paid. Coordinate review processes by monitoring application cases to ensure that reviews are routed to the correct departments/reviewers. Send reminders regarding deadlines, compile review comments, and close cases through correspondence via approval/denial letter and update project status in permitting software. Proactively communicate with residential and commercial building permit applicants and coordinate with Planning staff, other City departments, and external entities to complete planning functions. Evaluate development applications in relation to City policies and standards. Meet with City staff and permit applicants to discuss development regulations pertinent to permit applications. Review civil, architectural, and landscape plans and specifications. Provide feedback to other staff and applicants on conformance/compliance issues. Correspond with applicants as appropriate.	30%
• Respond to Internal and External Customer Inquiries: As an initial point of contact, assist the public and internal staff with planning and development related inquiries. Provide information and assistance to the public in a responsive manner on planning related matters, including zoning code requirements, violations, and enforcement issues.	10%
• Conduct Special Projects and Research as Assigned: Research land use history and data, status of project submittals, routing of submittals, and public records requests. Identify and recommend process improvements. Manage assigned projects and deadlines. Compile information and make recommendations on special studies. Perform technical research and prepare technical reports. Assist other planning staff with analysis, research, and development of graphics, technical reports, and GIS reports.	10%
Perform other duties as assigned.	

Qualifications

Job Requirements
• Associate degree in architecture, construction, urban studies, engineering, building sciences, geographic information systems, or a field related to planning and development functions.
• Over two (2) years of experience in building and zoning plan review, city planning, development plan review and permitting, or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job may be considered.
• Must meet professional development requirements for Local Planning or Zoning Officials per South Carolina Code 6-29-1310 within one (1) year of employment.
Driver's License Requirements
• Valid South Carolina Class D Driver's License at hire.

Performance Requirements

Knowledge of:

- General knowledge of construction processes, materials, specifications, symbols, terminology, and codes.
- General knowledge of zoning ordinances, urban design principles, landscaping, utilities, and land development.
- Procedures and process for permitting, plan review, and data management.

Ability to:

- Apply and interpret relevant ordinances, laws, and policies as well as communicate them both orally and in writing in a clear, concise, and tactful manner.
- Learn and perform plan reviews to perform competent and efficient work within assigned deadlines.
- Provide a high level of customer service, analyze problems, and identify alternative solutions.
- Apply technical knowledge and follow proper plan review techniques, and detect deviations from model codes, regulations and standard construction practices.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Observe conditions, determine compliance, and firmly but tactfully enforce regulations.
- Make arithmetical computations rapidly and accurately.
- Read and interpret zoning maps, site plans, building plans, specifications, and building codes.
- Consider previous development approvals, site history, environmental constraints, surrounding conditions, and other relevant factors to apply zoning and development standards in a balanced and reasonable manner.
- Exercise independent judgment and effectively apply technical skills in decision-making.
- Write reports, prepare business letters, summaries, and compose emails in a clear and professional manner.
- Enter and edit written and numeric data in City software programs and databases.
- Prioritize workload and manage time efficiently, meet deadlines and complete assignments in a timely manner.
- Drive a City vehicle between facilities and job sites.
- Utilize a flashlight, calculator, architectural and engineering scales, and applicable safety equipment.
- Operate general office equipment to include scanner, printer, copier, telephone, and computer with Microsoft Office Suite.
- Utilize specialized software and systems to include permitting software.

Other Information

Working Conditions

Primary Work Location: Office environment with occasional job site visits.

Protective Equipment Required: Hard hat, gloves, and steel-toe shoes.

Environmental/Health and Safety Factors:

Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work. Monthly exposure to extreme temperature and wetness and/or humidity.

Physical Demands:

Constantly requires vision, hearing, talking, and sitting. Frequently requires fine dexterity, handling/grasping, and walking. Occasionally requires pushing/pulling, reaching, and standing. Rarely requires carrying, lifting, twisting, bending, climbing, crouching and stooping, kneeling, balancing, and foot controls. Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

Mental Demands:

Frequently requires time pressures, tedious or exacting work, and working closely with others as part of a team. Occasionally requires frequent change of tasks and performing multiple tasks simultaneously. Rarely requires noisy/distracting environment and irregular schedule/overtime.

Americans with Disabilities Act Compliance

The City of Greenville is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Benefits

The City of Greenville offers a comprehensive and affordable benefits package designed to provide a variety of choices to best fit the needs of our employees and their families. View more details about these benefits here: [City of Greenville Employee Benefits](#).

HEALTH INSURANCE

The City offers the following health insurance options to eligible employees:

- Medical
- Dental
- Vision
- Basic Term Life
- Employee Supplemental Life
- Spouse Term Life
- Child Term Life
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Voluntary Benefits (Critical Illness, Accident, Hospital Care, etc.)

All health insurance coverage is effective the first of the month following the employee's hire date except for LTD which is effective the 91st day following date of hire.

LEAVE & HOLIDAY BENEFITS

- General Leave is earned/accrued biweekly by all regular, full-time and permanent part-time employees as a percentage of normal work hours.
- The City of Greenville observes 11 paid holidays.

RETIREMENT BENEFITS

The City is a member of the South Carolina State (SCRS) and Police Officers (PORS) defined benefit Retirement Systems.

AWARDS & RECOGNITION

- Employee Recognition & Awards Program (ER&A)
- Employee Service Awards
- Longevity Bonus

OTHER BENEFITS & OPPORTUNITIES

- Worker's Compensation
- Deferred Compensation
- Flexible Spending Accounts (FSA)
- Employee Assistance Program (EAP)

Employer

City of Greenville (SC)

Address

206 S. Main St

Greenville, South Carolina, 29601

Phone

864-467-4530

Website

<https://jobs.greenvillesc.gov>