

POSITION: PLANNING TECHNICIAN II

JD-PT II

DATE: April 2024

Purpose

The Planning Technician II, under the direction of the Manager of Planning & Development, and in support of the Planning Services team, will provide a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements and related policies to homeowners, developers, the general public, internal departments, and external agencies. The Planning Technician II is customer service oriented and will have responsibility to support in relation to research, analytical, reporting writing, presentation-services respecting policy development, land use planning projects, and land use applications.

Required Training and Experience

- Minimum of a post-secondary diploma in geography, planning or a related field;
- Minimum of 5 years of relevant experience, including 3 years in a municipal setting;
- An equivalent combination of education and experience may be considered;
- A valid British Columbia Driver's License; and
- A clear Driver's Abstract.

Preferred Training and Experience

- Technical courses related to the work, such as Geographic Information Systems (GIS);
- Certificate in Local Government Service Delivery/Administration;
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners.

Work Environment

- Works at Municipal Hall;
- Long hours in sitting position;
- Provides land use information to the public, municipal officials, and other organizations;
- Some evening work may be required to attend public consultations and assist at council or committee meetings;
- Operation of a motor vehicle is required;
- Travel to properties within the District to perform site inspections;
- Occasional exposure to weather;
- Exposure to standard office equipment and computers.

Main Scope of Work

- Accept, review, assess and evaluate land use applications such as Zoning Bylaw amendments, Development Permit, Development Variance Permit, Liquor License, Business License, and Agricultural Land Reserve in accordance with District regulations and policies, and Provincial and Federal legislation;

- Participate, prepare and make recommendations in a wide variety of planning projects and development applications taking the lead role on selected projects of moderate complexity and scale with oversight of the senior planning personnel);
- Assemble analyze and interpret statistical, demographic, environmental, and other relevant data for planning purposes;
- Provide support for senior planning positions;
- Lead the coordination of referrals to interdepartmental staff and staff in external agencies as part of the review of development applications;
- Provides information and assistance to the public and developers pertaining to general inquiries and the application of the Official Community Plan (OCP), Zoning Bylaw, subdivision regulations, engineering requirements, and development reports;
- Assist in land use planning studies utilizing a variety of formats including written reports, maps and sketches;
- Participate in public consultation events;
- Consult and liaise with applicants, agencies, Provincial ministries, consultants and committees, and collaborate with other departments;
- Inform other government agencies of the District's interests through evaluation of referrals;
- Prepare Council reports;
- Provide administration, record keeping, budget tracking, and coordination services for planning projects; and
- Performs other related duties as required.

Required Abilities, Technical Skills and Knowledge

- General knowledge of the principles of land use planning; general knowledge of the principles of mapping, surveying, drafting, and engineering an asset;
- General knowledge of the framework for planning and development in BC including development requirements under the Community Charter, Local Government Act, function of municipal bylaws such as the Official Community Plan and Zoning Bylaw;
- Sound knowledge of planning principles;
- Intermediate skills to operate computers utilizing Microsoft Office and any Geographic Information System (GIS) or CAD system utilized by the District;
- Skills in the use of drafting, mapping and other graphic design software (e.g. ArcGIS, Bluebeam, Photoshop) an asset;
- Ability to conceptualize planning problems, research and recommend solutions;
- Strong ability to tactfully deal with public inquiries;
- Strong written and verbal communication skills to prepare presentation and general communication documents;
- Ability to collaborate with interdepartmental municipal technical teams and external consultants on planning, designing and implementation of projects and public initiatives;
- Demonstrated ability to participate in project planning meetings and public presentations;
- Intermediate knowledge in designing and managing a planning project including coordinating work of technical and support staff; and
- Strong research and writing skills; time management and organizational skills.

Human Resources and Safety Manager

Chief Administrative Officer

Employee Name

Employee Signature