



## **JOB DESCRIPTION**

**Position: Planning Technician**

**Union: CUPE Local 374**

**Approval Date: 2023**

### **1. FUNCTION**

Under the general direction of the Director of Community Planning, the Planning Technician is responsible for: responding to public inquiries regarding development proposals; assisting with the review and processing of less complex applications and permits; maintaining the database system for tracking development applications; and conducting research and analyzing statistical data. This is a technical and administrative role providing assistance to the Development Services Department.

### **2. TYPICAL DUTIES**

- a) Respond to inquiries from the public, the development community, and staff with a high degree of accuracy and accountability respecting land use regulations and application processing. This includes providing a variety of detailed information and interpretation of bylaws, regulations and procedures.
- b) Review and process less complex development applications and permits (i.e. Development Permits, Development Variance Permits, Official Community Plan (OCP) Amendments, Zoning Amendments, etc.). This includes: conducting technical reviews to ensure compliance with applicable development bylaws, design guidelines and the OCP; meeting with applicants to address any issues; and preparing staff reports and making recommendations.
- c) Maintain the Town's database system for tracking the status of development applications.
- d) Prepare computer generated maps and graphics.
- e) Upon request, prepare legal "comfort letters" verifying zoning and other property details, and other correspondence as required.
- f) Conduct on-site inspections for compliance with approved Development Permits, including building form, parking, landscaping and other items as required.
- g) Assist with technical review and preparation of Town bylaws and policies.
- h) Undertake research and collect information for various applications, projects and initiatives.
- i) Assist with coordinating and facilitating public consultation activities to determine the public's perspective on planning proposals and initiatives.
- j) Perform other related duties as assigned by the Director.

### **3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- a) Knowledge of the principles, practices, techniques and objectives of urban planning.
- b) Knowledge of the Local Government Act, Community Charter, Land Titles and other related acts and municipal bylaws and policies.
- c) Ability to collect and research statistical data using standard principles, practices and procedures.
- d) Ability to assess the conformance and implications of development proposals to municipal regulations and policies.
- e) Ability to read and interpret architectural drawings.
- f) Strong written and oral communication skills.
- g) Ability to effectively and efficiently organize, maintain records, set priorities and meet deadlines.
- h) Proficient computer skills in operating a networked computer and various software programs (i.e. MS Office, Tempest, GIS, Adobe Creative, etc.).
- i) Ability to liaise with internal and external contacts and to establish and maintain effective working relationships with other employees, professionals and the public.

### **4. TRAINING AND EXPERIENCE**

- a) Completion of Grade 12 or equivalent, supplemented by technical diploma (2 years) or other related education in urban planning, civil engineering, architectural or building technology.
- b) A minimum of 2 years related experience in a municipal environment.
- c) Experience with Microsoft Office (Word, Excel, PowerPoint), Adobe Suite software and GIS.
- d) Possession of a valid BC Driver's License (Class 5).