



JOB DESCRIPTION

Title	Planning Technician	Pay Grade	09 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	September 2019

Nature and Scope of Work

The Planning Technician provides technical support, customer and planning services on land use (Technical Development Permits, Development Variance Permits) and subdivision applications; and other development related issues and departmental planning.

Duties

1. Reviews and processes a range of land development applications (Siting review for Building Permits, Technical Development Permits, Development Variance Permits; Agricultural Land Commission, Crown Land and other Provincial Referrals and subdivision) associated reports and documentation for compliance with the District bylaws and applicable standards and regulations;
2. Reviews Bylaw Enforcement referrals to determine compliance with planning bylaws and regulations, charges on title and provides technical assistance to Bylaw Enforcement personnel;
3. Responds to inquiries by providing preliminary information related to the development approval process, relevant bylaw issues, planning bylaws and regulations and property-based information;
4. Obtains letters of undertaking/commitment from design and other suitably qualified professionals if and when applicable;
5. Liaises with various internal and external stakeholders in the researching and processing of applications;
6. Creates reports and permits, explains deficiencies, provides guidance and technical advice to applicants, Registered Professionals, consultants, and property owners as needed to resolve compliance issues, authors correspondence to all affected parties on application-related matters;
7. Ensures that statutory notification and other requirements are completed for development applications as applicable;
8. Conducts on-site evaluations as part of the application review process;
9. Coordinates the review and issuance of planning permits under Delegated Authority;
10. Works with other departments on planning-related issues;

11. Maintains a positive working relationship with the development industry, other departments, other levels of government, consultants, engineers, surveyors, developers, property owners and the general public on planning related issues.
12. Writes, maintains, and reviews development application and permit records, general letters, correspondence and technical reports; keeps accurate, complete and current records and presents oral and written reports as requested;
13. Maintains up-to-date knowledge of new developments in planning and regulations;
14. Collaborates with other Development Services staff in delivering development services;
15. Recommends new policies and prepares procedures to ensure a high level of customer service is achieved;
16. Performs other related work as required.

Required Skills and Knowledge

1. The ability to read architectural, engineering and site plans and understand specifications;
2. Working knowledge of standard planning, building and subdivision procedures and methods; including familiarity with the *Local Government Act*, *Community Charter* other related legislation relevant to the role and responsibilities of the Planning Technician;
3. Knowledge of the intent and objectives of District bylaws and the ability to research and provide guidance on accomplishing the proposed objectives;
4. Ability to recognize and determine the need for further information that may include independent technical reports;
5. Ability to exercise considerable courtesy, tact and diplomacy in dealing with other municipal employees, external agencies and the general public and to provide technical information on District requirements, bylaws, procedures and related matters;
6. Knowledgeable on health and safety issues and the use of personal protective equipment appropriate to the construction environment;
7. Demonstrated ability to communicate effectively orally and in writing, with a variety of clients and stakeholders; ability to communicate in appropriate technical language with other professionals, as well as an ability to interpret highly technical terms into lay language and facilitate bylaw compliance;
8. Ability to work independently and efficiently with limited supervision, maintaining an excellent quality of service and high degree of accuracy in work;
9. Good organizations skills with the ability to multi-task and problem solve;
10. Ability to handle confidential and sensitive matters with discretion and integrity; and
11. Fully conversant with Microsoft Office software package and GIS software.

Required Qualifications

1. Senior Secondary School education or equivalent;
2. Completion of two-year program/certificate in Planning Technology or a related discipline.
3. Minimum two years related experience; and
4. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE, Local 1136, Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.
3. Overtime as required.