

PLANNING TECHNICIAN I

EXEMPT (Y/N):	No	DIVISION:	Planning & Development Services
SALARY LEVEL:	Grid 1, Band 10	DEPARTMENT:	Planning & Development Services
LOCATION:	Field Road	SUPERVISOR:	Senior Planner
APPROVED BY:	Manager, Planning & Development		
DATE:	November 2020	REPLACES:	Nov 2017

SUMMARY: Under supervision of the Senior Planner and Manager, Planning and Development, this position provides technical support to the division, through permit application reviews and public inquiries for the Planning and Development division.

KEY RESPONSIBILITIES *include the following:*

1. To review building permits for compliance with the Regional District's regulatory requirements, such as land use zoning, official community plan policies, development cost charge bylaws and full range of applicable bylaws.
2. To assemble information and prepare preliminary comments on applications or inquiries for the following: Board of Variance applications, development variance permit, development permit, tree cutting permits and subdivision applications.
3. To respond to agency referrals and public inquiries.
4. To undertake research on issues related to work plan items, development applications and provincial agency referrals.

TYPICAL ACTIVITIES *include the following; other activities may be assigned:*

1. Processes and prepares initial screening on building and development permit applications and referrals from provincial agencies. Prepares summary comments or draft reports.
2. Provides routine information to the public, other departments and government agencies on the status of development applications and provincial referrals.
3. Conducts research and compiles information from maps, records, statistics and other resources on issues related to planning applications and projects.
4. Prepares maps, charts and staff-reports.
5. Maintains records, prepares property information requests, reviews covenants and other documents for completeness and accuracy.

6. Prepares property development information notification letters.

DECISION MAKING AUTHORITY: *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Responsible for ensuring the accuracy and completeness of delegated work and reports within established deadlines or time frames.

PROBLEM SOLVING RESPONSIBILITY:

- Assembling information using conventional and automated systems.
- Providing comprehensive and accurate information.
- Cross-referencing applications for official community plan and zoning bylaw compliance.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Two (2) year diploma, in planning land development technology or other related discipline.

EXPERIENCE

- Minimum one (1) year related experience.

OTHER SKILLS/KNOWLEDGE

- Proficiency in Microsoft office applications including word, excel, access and power point.
- Ability to use GIS applications including ArcMap and other ESRI products to generate project maps and other graphics.
- Ability to understand and analyse planning documents, online mapping programs, technical procedures, and other government regulations.
- Strong organization skills, ability to perform time sensitive tasks and to deal with multiple priorities.
- Ability to effectively present information verbally or in writing and respond to questions from staff, government officials and the general public.
- Valid driver's licence.

MEASUREMENT DATA *to be used in combination with the SCRD Core Competencies.*

- Review of applications and referrals to compile information must be completed in a timely manner and must be comprehensive and accurate.
- Accuracy in information conveyed, and tact and diplomacy in dealing with the public, staff members and provincial agencies.
- Must work effectively as a member of the Planning and Development Division team.

ADDITIONAL INFORMATION

- May be required to attend site inspections and hand-deliver notices.
- After hours work may be required occasionally to attend meetings.

PLANNING TECHNICIAN II**EXEMPT:** No**SALARY LEVEL:** Grid 1, Band 13**LOCATION:** Main Office**DIVISION:** Planning & Development Services**DEPARTMENT:** Planning & Development Service**SUPERVISOR:** Manager, Planning and Dev.**APPROVED BY:** Manager, Planning & Development**DATE:** Nov 2020*Replaces: Planning Technician II**DATE: April 2019*

SUMMARY: Under the general direction of the Manager, Planning and Development, the Planning Technician II provides technical support to the SCRD development control processes for the Planning and Development Division.

KEY RESPONSIBILITIES *include the following:*

1. To be the initial point of contact with the general public to receive and respond to inquiries via phone, email and front counter.
2. To review building and tree cutting permits for compliance with regulatory requirements, such as zoning bylaw's, official community plan policies and development cost charge bylaws.
3. To coordinate comments and conditions on subdivision applications.
4. To prepare development permits for natural hazards and environmental protection and present to Senior Planners for preliminary approval and Manager, Planning and Development for approval.
5. To assemble information, prepare comments on applications and draft staff reports for the following:
 - Board of Variance
 - Development variance permits
6. To respond to referrals or inquiries from the Province or municipalities for land or natural resource development applications.
7. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following. Other activities may be assigned:*

1. Processes and prepares screening on development applications and referrals from provincial agencies; prepares summary comments or draft reports for the Planner, Senior Planner and/or Manager.
2. Prepares hand billing notifications; maintain application records, reviews covenants and other legal documents for completeness and accuracy. Provides routine information to the public, other

departments and appropriate government agencies on the status of subdivision applications, and development referrals.

3. Reviews and prepares responses to property information requests.
4. Reviews covenants and other legal documents for completeness and accuracy, notifies property owners and occupiers regarding issuance of permits.
5. Conducts research and compiles information from maps, records, statistics and other resources on issues related to long range policy formulation, subdivisions, provincial referrals and land administration matters; prepares computer generated draft text, charts, maps and reports.

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Responsible for ensuring the accuracy and completeness of delegated work within established deadlines or time frames.
- Content and presentation of written reports and recommendations.

PROBLEM SOLVING RESPONSIBILITY

- Assembling information using conventional and automated systems.
- Providing comprehensive and accurate information to Planning and Development staff, Board Committees, the public, other departments and provincial or local government officials.
- Cross-checking applications for zoning bylaws and regulations.
- Time management regarding multiple goals.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum qualifications required.*

FORMAL EDUCATION AND TRAINING

- Completion of a Bachelor's degree in planning or related discipline, from a recognized post-secondary institution.
- Valid BC Class 5 Driver's Licence.

EXPERIENCE

- Minimum of twelve (12) months experience in a planning setting; preferably in a local government.

OTHER SKILLS/KNOWLEDGE

- Proficient in Microsoft office applications specifically Word, Excel and Outlook.
- A good understanding of GIS and web-based mapping programs. Ability to understand and analyze planning documents, maps, technical procedures and other government regulations.
- Strong organizational skills, ability to perform time sensitive tasks and to deal with a series of ongoing tasks.
- Ability to present information effectively verbally or in writing and respond to questions from staff, local or provincial government official and the general public.

ADDITIONAL INFORMATION

- May be required to attend site inspections and undertake hand billing notifications.
- After hours work may be required occasionally to attend meetings.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- Accuracy in information conveyed, and tack and diplomacy in dealing with the public, staff members and provincial agencies.
- Must work effectively as a member of the Planning and Development Division team.