



JOB DESCRIPTION

Position Title: Planner I Date: May 2023
Department: Community Development
Supervisor: Director of Community Development

Position Summary:

The incumbent in this position will assist in achieving an efficient operation in the Community Development Department through reliable performance in technical, field and office work and ensuring the security of confidential material pertaining to the department's operation.

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety;
- Integrity;
- Personal Responsibility;
- Team Work;
- Respectful Workplace; and
- Inclusiveness.

Physical Demands:

- Periods of prolonged sitting;
- Periods of prolonged typing;
- Occasional periods of prolonged standing;
- Occasional periods of prolonged walking;
- Must maintain the physical agility, strength, fitness and vision requirements required of the position; and
- Must be physically able to lift heavy items employing safe lifting procedures.

Psychological Demands:

- Periods of high pressure and stress;
- Dealing with sensitive situations and/or situations of conflict;
- Must be able to respond to frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions.

Responsibilities:

- under supervision, will assist in the co-ordination and processing of development and subdivision applications; investigating and reporting on technical problems on the various applications;
- as directed will assist in obtaining data by visual site inspections, map analysis and information sources, performing statistical analysis and drafting and design tasks;
- is responsible for making decisions on routine matters;
- as directed will assist in obtaining data for land use, population, floor area distribution, employment and economics, etc. from governmental records, existing information and from other sources and present data in clear and concise form;
- as directed, will assist in consolidating and maintaining electronic records, maps, charts, graphs and other material for interpretation;
- under direction, meet with and report on inquiries from members of the public regarding all development related matters;
- will assist in development control matters including review and reporting on projects related to land use, zoning and urban renewal;
- will consult with the Approving Officer and other District staff on development applications;
- will assist in the development of new and improved work procedures, policies, bylaws and upon receipt of approval, implement same;
- will assist in the preparation of Council reports and recommendations pertaining to the Community Development Department matters;
- Registration of a variety of instruments with land titles office, as required; and
- Performs other related duties as required.

The incumbent, as directed, will perform other work associated with the Community Development Department and other related duties that may be assigned. Assignments and responsibilities are performed under the general supervision of and performance is subject to review, inspection and annual performance evaluation by the Director of Community Development.

Required Knowledge, Skills and Abilities:

- Must be a graduate from a two-year post-secondary program in planning, with courses in drafting, graphics, map interpretation, survey techniques and subdivision designs;
- Must be eligible for membership with the Canadian Institute of Planners (CIP);
- Must have working knowledge of the various government agencies involved in the matters of planning and subdivision and sound knowledge in application approval procedures;
- Must acquire sound knowledge of the principles, practices and objective of urban planning and development permits;
- Must have the ability to read, interpret and understand engineering, architectural, building and site plans, designs and specifications;
- Must acquire a sound knowledge of municipal bylaws, zoning/OCP regulations and other pertinent regulations/policies pertaining to the operation of the department;
- Must be competent in all areas of draftsmanship as applied in planning;
- Must be able to co-ordinate the work with other staff;

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- Must be able to establish and maintain an effective working relationship with elected and departmental officials and others members of staff and be tactful, courteous and diplomatic with developers and the general public;
- Must be able to communicate effectively, both orally and in written format, with sound knowledge and ability to prepare and present technical and non technical reports;
- Must be in possession of a valid BC Drivers License; and
- Ability to establish and maintain a respectful working relationship with peers and superiors.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Working Conditions:

The incumbent in this case will normally work the standard thirty-five (35) hour work week of Monday to Friday within the hours specified and on occasion work overtime as required. The incumbent may be required to travel in the performance of the duties of the position. The incumbent, upon hiring, will have union dues deducted from source in accordance with the Collective Agreement