

## ESQUIMALT POSITION DESCRIPTION

Pos. No: 140

**EFFECTIVE DATE:** SEPTEMBER 2021

Approved by: Director of Development Services

<b>Position Title:</b>	Manager, Planning
<b>Department/Division/Section:</b>	Development Services

### POSITION FUNCTION

Reporting to the Director of Development Services, the Manager of Planning provides advice, guidance, and direction to the department, and ensures exceptional delivery of the development and long-range planning functions. The Manager also collaborates with and builds relationships with staff in other departments, the public, and external organizations to ensure seamless delivery of services and plans. In addition, the Manager performs planning functions related to urban development and land use, manages the rezoning process and amendments to the Official Community Plan, and administers planning policies, amendments, regulations, and procedures.

### KEY DUTIES

Direct, supervise and coordinate the activities of department staff.

Manage staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork, and when necessary works with Human Resources to deal with performance and disciplinary issues.

Develops long range plans and policies related to planning functions.

Assists with departmental budget preparation in collaboration with the Director of Development Services.

Fulfills all responsibilities associated with the role of Deputy Subdivision Approving Officer.

Administers the Official Community Plan and Zoning Bylaw amendment process.

Conducts or directs research required to provide direction and make presentations concerning a variety of planning, legislative, and administrative policies and/or procedures to support informed decision-making.

Responds to enquiries from other departments, architects, developers, and the public by providing accurate and full information/advice on zoning and development issues, local area and official community plans and interpretation of zoning bylaws.

Prepares draft bylaws making recommendations on zoning and development policies to Council, Advisory Planning Commission, and the Design Review Committee.

Negotiates with developers for community amenities and improvements to original development concepts (site and building designs) and markets the Township to developers to attract quality development to Esquimalt.

Attends Council meetings and Committee of the Whole meetings to provide technical support and advice, and to present applications, policies and/or reports.

Acts as the department liaison to the Advisory Planning Committee, Design Review Committee, and Board of Variance.

Prepare reports and make recommendations on subdivision applications, and rezoning, development, and variance permits.

Conducts site inspections as required.

Processes complex applications.

Administers, coordinates, and develops policy on various planning issues including those related to heritage and cultural preservation and advancement.

Participates in Capital Regional District initiatives as required (i.e., Cycling Strategy, Integrated Watershed Management).

Collaborate with other staff including the Building Inspector and Director of Engineering and Public Works to review technical issues related to development (e.g., site access and egress issues, sewer and drain connections, traffic changes, bylaw enforcement issues, etc).

Coordinate, assign, and oversee the work of consultants as required to ensure compliance with municipal planning policies, procedures, legislation, and associated bylaws.

Perform related duties where qualified.

## **INDEPENDENCE**

Work is generated by applications, departmental programs, and requests from Council and the public.

Work is reviewed through departmental meetings; reports and policy plans receive ongoing review.

Issues such as policies, objectives, and schedules are discussed with the Director.

## **WORKING CONDITIONS**

### **Physical Effort:**

Normal.

### **Mental Effort:**

Short periods of intense concentration while preparing and presenting reports and recommendations to Council and the public.

Deal with public enquiries, complaints, and conflict resolution while managing multiple projects and deadlines (often).

### **Visual/Auditory Effort:**

Focus on a variety of source data and detailed drawings for short periods while reviewing applications and preparing reports (frequent).

### **Work Environment:**

Office.

Required to work irregular hours.

## **KNOWLEDGE, KEY SKILLS, AND ABILITIES**

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment.

Demonstrated written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.

Ability to work independently, work well under pressure, and to exercise sound judgement to meet deadlines.

Thorough understanding of and ability to apply the principles of urban planning.

Ability to understand, interpret, and apply applicable municipal, provincial, and federal laws and regulations.

Ability to prepare and interpret bylaws and policies.

Ability to examine the accuracy of documents and plans including zoning maps, survey and building plans, as well as legal documents.

Ability to analyze data and compile information and statistics.

Ability to read, interpret, and explain technical information, architectural drawings, and legislation.

Excellent research, composition, and presentation skills.

Excellent interpersonal skills to provide effective customer service, technical advice and to establish and maintain successful working relationships with others.

Ability to apply sound conflict resolution skills.

Ability to use graphic presentation tools to prepare displays and materials including drafting, illustration, and cartography skills.

Good knowledge of standard office software programs.

## **QUALIFICATIONS**

### **Formal Education, Training, and Occupational/Professional Certification:**

University undergraduate degree (4 years) or graduate degree in Urban Planning.

Eligible for membership in the Canadian Institute of Planners.

Current and valid class 5 driver's licence.

### **Experience:**

6 years of related planning experience including supervisory/management experience, preferably in a municipal setting.

### **Or:**

An equivalent combination of education and experience.

## **OTHER**

Required to work irregular hours (attend meetings after hours).

Will be required to act in a more senior position.