

POSITION TITLE:	Planning Technician	POS. NO:	No. 810
DEPARTMENT & DIVISION:	Development Services	EFFECTIVE DATE:	February 2018
REVIEWED DATE:	October 2020	APPROVED BY:	Director of Development Services

POSITION FUNCTION

Reviews permit applications to ensure compliance with regulations, procedures, bylaws, official community plans and Council policies; responds to internal and external enquiries; produces graphic and illustrative materials and assists with research and long-term planning.

KEY DUTIES

Review building permit applications for compliance with planning regulations, procedures, zoning bylaws and Council policies.

Process development applications (e.g., rezoning, development permits, Official Community Plan amendments, variances) and conduct site visits.

Respond to enquiries from the public, outside agencies, and other departments by providing information related to zoning bylaws, planning regulations, land use, Council policies, and design guidelines.

Prepare reports on zoning amendments and development proposals.

Attend committee meetings, public information meetings, or Council meetings as required.

Create maps, drawings, charts, and other illustrative material for inclusion in reports, public presentations, and newspaper advertisements.

Conduct research and compile and analyze information related to planning and development issues.

Using the GIS, prepare a variety of thematic maps.

Compose correspondence related to verification of zoning and compliance with municipal regulations and policies.

Perform related duties where required and qualified.

INDEPENDENCE

Work is generated by annual work plan, development applications, or is assigned by supervisor and designated staff and reviewed upon completion.

Problems or deviations from established procedures are referred to supervisor.

WORKING CONDITIONS

Physical effort: Normal.

Assist with room setup for meetings; carrying equipment. (occasional)

Mental effort:

Focus on detailed drawings for short periods. (often)
Meet multiple deadlines. (occasional)

Visual/auditory effort:

Focus on detailed drawings, maps for short periods. (frequent)

Work environment:

Office. (90%)
Development site visits. (occasional)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Knowledge of the principles and practices of urban land use planning.

Some knowledge of basic building construction principles and techniques.

Excellent written and oral communications skills.

Strong interpersonal skills and ability to maintain effective and respectful working relationships with colleagues, officials, and the public.

Demonstrated customer service skills and ability to deal in a courteous and tactful manner with the public, contractors, and developers.

Ability to conduct research, analyze problems, and present conclusions.

Ability to read and interpret building plans, blueprints, maps, and technical drawings.

Ability to prepare graphic material for use in reports, public presentations, and in-house publications (i.e., maps, drawings, photographs).

Ability to organize and prioritize work and to work on a team.

Assist in producing maps and reports using the Geographic Information System (GIS).

Demonstrated knowledge of computer applications in a planning setting (such as word processing, desktop publishing, PowerPoint, databases, GIS systems, and graphics programs).

Experience working in Tempest (preferred).

Working knowledge of *Local Government Act* and *Community Charter*.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Planning Technical School Diploma (2 years) or equivalent education.

Training in Microsoft Office Suite software, GIS mapping applications, and graphic software.

Experience:

3 years of related experience, preferably in a local government setting.

Or: An equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: up to 6 months.

May be requested to substitute in a more senior position.

May be required to work modified hours.