

## ESQUIMALT POSITION DESCRIPTION

Pos. No: 810

**EFFECTIVE DATE: FEB 2018**

Reviewed: November 2019

Approved by: Director of Development Services

<b>Position Title:</b>	Planning Technician
<b>Department/Division/Section:</b>	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 (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**

- 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 which includes 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.