



Planning Technician Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Manager of Planning, the Planning Technician is responsible for assisting the Manager in delivering the planning, building, licensing, and development functions for the City of Duncan, which requires a degree of independence and sound professional judgement. The Planning Technician will assist in all areas current and long-range planning processes in processing of development applications, implementation of the Official Community Plan and other City plans, bylaws, policies, programs and projects.

DUTIES AND RESPONSIBILITIES:

- Acts as the primary point of contact for initial front counter and phone enquiries about the City's land use regulations, development application requirements, and review of property files.
- Provides customer solution-oriented assistance in response to inquiries from the public, developers, applicants, consultants, or other government agencies.
- Undertakes detailed technical and plan reviews for applications of all types and prepares Council recommendations for review by the Manager as a part of development applications, including Rezoning, Development Permit, Sign Permit, Development Variance Permit, Board of Variance, Subdivision, Building, and Liquor Permit Applications.
- Prepares draft reports for the Manager of Planning.
- Works with the City's mapping services to maintain up-to-date Official Community Plan, Local Area Plan, and Zoning Bylaw map schedules.
- Participates in Development Services meetings, and cross departmental meetings.
- Assists with building and fire inspection as well as bylaw enforcement activities pertaining to land use.
- Assists with research, policy development, community engagement, and regulatory implementation in support of effective and sustainable long-range land use planning.
- Assists in developing, reviewing, maintaining, and updating various bylaws, policies, guidelines and procedures.
- Conducts on-site inspections of parking, landscaping, development, and other items as required.
- Builds cooperative relationships with other staff, consultants, contractors, builders, developers, businesses, utility companies, neighbouring jurisdictions, federal, provincial and local government agencies and the general public.
- Completes or assists with the preparation of grant applications for projects related to planning or other areas.
- Some evening meetings or weekend event attendance may be required.
- Provides back-up for other Department staff as required.
- Performs other duties as required.

May also assist in:

- Providing graphic design services for the City.
- Reviewing business licence applications for compliance with land use bylaws.
- Coordinating public hearings, including preparation of notices as required by applicable statutes, regulations or bylaws.
- Acting as staff liaison for Council Committees when requested by the Manager of Planning.

EDUCATION & EXPERIENCE:

- a University degree in land use planning or related discipline;
- a minimum of five years of related experience in local government land use planning and development control, with preference given to BC experience;
- a strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision; and
- a valid B.C. Drivers Licence.

NECESSARY QUALIFICATIONS, SKILLS, & TECHNICAL KNOWLEDGE:

- Demonstrated understanding of:
 - the various approaches and instruments used in small and large scale plan making and policy development, visions and outcomes; strategic information gathering and analysis; and obtaining input and approvals;
 - decision making and risk management with respect to planning and policy implementation;
 - basic practices of project management and ability to apply those techniques and tools to support and complete projects based on desired outcomes and targets;
 - emerging trends and issues that relate to planning and undertakes continuous professional learning.
- Ability to critically evaluate policies, and tools and strategies for implementation; and assess environmental and sustainable development issues; community diversity and inclusiveness; integration of planning, servicing, finance and development economics.
- Well versed in research techniques with excellent analytical skills; ability to access and use information and statistics.
- Excellent report writing skills and ability to communicate complex information in plain language.
- Ability to exercise sound judgement when asked to represent the Planning Department in meetings and dealings with surrounding local governments, First Nations, the Province, committees and other groups.
- Ability to review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants, technical reports.
- Demonstrated ability to process development applications of all types independently.
- Technically competent, proficient in MS Office programs and creative design programs.
- Demonstrates attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and organized fashion.
- Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.
- Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrated ability to work cooperatively within a team and with stakeholders, as well as independently.
- Demonstrates valuing diversity.