



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 undertaking current and long-range planning processes; in the 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, email, and phone enquiries about the City's land use regulations and associated policies, development application requirements, and review of property files.
- Accepts and undertakes detailed technical, legal and policy reviews for applications, including Rezoning, Development Permit, Sign Permit, Development Variance Permit, Board of Variance, Subdivision, Building, Business Licence, and Liquor Permit Applications.
- Prepares reports for the Manager of Planning as a part of the processing of development applications.
- Works with the City's mapping services to maintain up-to-date Official Community Plan, Local Area Plan, and Zoning Bylaw map schedules.
- 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, website content, public notices, guidelines, and procedures.
- Prepares background information and communication tools, including maps, graphs, images, photographs, etc., for reports on various planning matters.
- Conducts on-site inspections with regards to development, bylaw enforcement, and other projects as required.
- Completes or assists with the preparation of grant applications for projects related to planning or other areas.
- Participates in Development Services meetings and cross departmental meetings.
- 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 assistance for the City;
- Coordinating public hearings and other public meetings, including preparation of notices as required by applicable statutes, regulations, or bylaws; and
- Acting as a 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 two 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:

- Demonstrates 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; and
 - 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 review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants, and technical reports.
- Demonstrates 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.
- Demonstrates initiative without supervision or specific direction, completing tasks by removing barriers and locating necessary resources.
- Demonstrates ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrates high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrates ability to work cooperatively within a team and with stakeholders, as well as independently.
- Demonstrates valuing diversity.