

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 806
Effective: June 2013
Revised: February 2018

Position Title:	Planner 1
Department/Division/Section:	Development Services
POSITION FUNCTION Reporting to the Director, the Planner 1 is responsible for processing applications for: Official Community Plan amendments, rezonings, development permits, and development variance permits including developing appropriate recommendations for the Advisory Planning Commission, the Design Review Committee, and Council. This position is also responsible for the management of the Geographic Information System (GIS) at a corporate level. In addition, this position is responsible for conducting a variety of spatial analysis tasks using the GIS database including the production of maps and other graphic materials.	
KEY DUTIES <ul style="list-style-type: none">▪ 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, development proposals, and variances.▪ 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, particularly research that involves special data.▪ Compose correspondence related to verification of zoning and compliance with municipal regulations and policies.▪ Maintain and update the municipal GIS.▪ Prepare maps based on information contained in the municipal GIS.▪ Provide guidance to other staff/departments related to the utilization of the corporate GIS.▪ Participate on various staff committees as a representative of Development Services.▪ Perform related duties where required and qualified.▪ Review building permit applications for compliance with planning regulations, procedures, zoning bylaws and Council policies.▪ Perform related duties where required and qualified.	

INDEPENDENCE <ul style="list-style-type: none">▪ 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 [frequent].

Visual/Auditory Effort:

Focus on detailed drawings and maps for short periods [frequent].

Work Environment:

Office (90 %).

Development site visits (occasional).

KEY SKILLS AND ABILITIES

- Knowledge of the principles and practices of urban land use planning.
- High degree of knowledge of GIS.
- 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.
- Ability to provide direction to staff on the appropriate utilization of the GIS.
- Understanding of urban design principles.
- Understanding of emerging trends in planning.
- Demonstrated knowledge of computer applications in a planning setting [such as word processing, desktop publishing, PowerPoint, databases, and graphics programs]. Experience working in Tempest (preferred).
- Working knowledge of *Local Government Act* and *Community Charter* or equivalent.

QUALIFICATIONS

Formal Education, Training and Occupational Certification

Undergraduate degree in planning with an emphasis on GIS or closely related discipline.

Eligible for membership in the Canadian Institute of Planners.

Experience:

Some related experience, preferably in a local government setting; or an equivalent combination of education and experience.

3.

OTHER

Length of time to become familiar with job duties and responsibilities: up to 1 year.

May be requested to substitute in a more senior position.

Will be required to attend committee and Council meetings outside of regular working hours.

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