

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 810
Effective: February 2018

Position Title:	Planning Technician
Department/Division/Section:	Development Services
<p>POSITION FUNCTION</p> <p>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.</p>	
<p>KEY DUTIES</p> <ul style="list-style-type: none"> ▪ 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. 	

<p>INDEPENDENCE</p> <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 [occasional].

Visual/Auditory Effort:

Focus on detailed drawings, 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.
- 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 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.