

CITY OF REVELSTOKE

JOB DESCRIPTION

POSITION TITLE: Planner I
DATE: November
POSTING #: 2019DS2019-07

I. POSITION PURPOSE STATEMENT

This is a moderately complex professional planning position requiring some experience and expertise to undertake a variety of planning assignments. This position may provide guidance to other planning and technical staff.

The role of a Planner 1 is to assist in the research and preparation of reports and processing of development applications for land use planning and related matters for presentation to Council, the public and other specific groups and to assist members of the public on planning related matters. Work is carried out under general supervision.

II. OPERATING ENVIRONMENT

Provides information services at the Front Counter, including bylaw and policy interpretation and advice related to planning and development applications and procedures.

III. SPECIFIC DUTIES

- Under supervision and in consultation with other staff, prepares research and analysis reports on a variety of moderately complex planning issues.
- Reviews building permit plans for compliance with zoning, development permit, development variance permit requirements, and other various property title charges.
- Coordinates with and provides advice to staff with respect to Bylaw Enforcement and other compliance activities.
- Provides responses to enquiries and correspondence on planning matters, with guidance from senior staff when complex.
- Reviews restrictive covenants, easements, statutory right-of-ways, and instrument releases for form and content, and coordinates information sharing for approval and registration.
- Assists with the processing and analysis of subdivision and strata title conversion applications.
- Provides assistance directly to the Approving Officer and Development Services/Engineering team with various tasks relating to interdepartmental development coordination and collaborative design review.
- Liaises with the Approving Officer and Development Services/Engineering team throughout development approval process to ensure interdepartmental tracking of development projects

and smooth transitions between pre-application, rezoning, development permit, on and offsite infrastructure approvals and building permit stages as necessary.

- Collates, maintains, analyzes and coordinates background data and technical information in support of various department services.
- Represents the City at a variety of public, technical and other meetings, including the organizational support of such meetings where necessary and liaise with involved groups and agencies.
- Assists senior staff with development and coordination of applications for funding, including verification that funding request prerequisites are met within the prescribed time limits.
- Participates as a member of a planning team, providing guidance to other technical and clerical staff.
- Makes presentations to Committees, staff groups, and occasionally Council.
- Conducts site inspections in connection with planning assignments.
- Assists other staff in performing their duties, and performs related duties as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work. Ability to work a flexible work schedule as shifts will be allocated as operationally required, Saturday through Friday.

IV. REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND PERSONAL ATTRIBUTES

- Knowledge of theory, principles, practices, current trends and developments in the field of planning.
- Knowledge of relevant legislation, bylaws, policies and plans.
- Knowledge of research methods and techniques in planning and urban design.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to use good public relations skills.
- Ability to establish and maintain working relationships with the public and staff.
- Ability to manage time effectively.
- Ability to conduct research and analysis on a wide range of planning subjects.
- Ability to write clear and concise planning reports on moderately complex development applications or policy issues.
- Ability to provide guidance and support to other planning and technical staff.
- Proven ability to plan and achieve goals, work independently, and meet deadlines.

V. REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Possession of a professional planning degree, recognized by the Canadian Institute of Planners, plus at least three years of planning and land use experience; OR
- A post-secondary degree in a subject related to Planning (e.g. geography or other social sciences) plus five years of work experience in a similar planning position.
- Work experience in a BC municipal setting is preferred.
- Training and/or experience in the use of recognized office computer software related to the field.

VI. REQUIRED LICENSES AND CERTIFICATES

Membership in the Canadian Institute of Planners is required. Full members are preferred; however, student and candidate members on track to attain full membership are also acceptable.

Class 5 BC driver's license is required.

Must pass a satisfactory criminal record check and be bondable.