



## Planner 1 – (Two Positions)

### Full Time

Job Id: 19-161  
Department: Planning  
Salary: \$42.84 - \$50.62 per hour  
Closing: January 5, 2020

Founded in 1874, Maple Ridge is one of BC's oldest communities, but it's also one of the fastest growing Cities in Metro Vancouver. This tremendous pace of growth creates opportunities for professionals like you to bring your passion and talents to our organization to build our future, your career and your family in one of the most incredible natural settings in BC.

Your skills and talents are the essential element in helping our organization meet the challenges and opportunities of our community. This is a place where you can make a difference, serve your community with pride and professionalism and work with our elected representatives to turn their vision for our community into action. Are you ready to choose your own adventure?

We are seeking a professional Planner 1 who is eager to apply their specialized knowledge in utilizing social, historical, economic, physical, legal and statistical information for planning studies, policy development and other assignments aligned with the City's planning program. This position is in the Community Planning Section of the Planning Department and focusses primarily on policy development, analysis and interpretation. For this position, we are looking for someone with an undergraduate degree in an appropriate discipline, plus a post graduate degree in Community or Regional Planning, or a related discipline. The ideal candidate will also have some professional planning experience.

#### What is the scope of the work?

- Acting as project manager on community planning projects;
- Preparing Council reports;

- Presenting to Council at Council meetings;
- Collecting and analyzing data;
- Reviewing and interpreting technical studies;
- Drafting and interpreting planning policies;
- Reviewing and providing recommendations on amendments to development related bylaws;
- Representing the manager at meetings, as required;
- Participating on projects led by other departments and providing input based on community planning and departmental objectives;
- Attending internal and external meetings related to community planning work.

**Interested? Great.....the ideal candidate will:**

Understand and apply the following:

- Practices, principles, techniques and methods applicable to urban planning operations.
- Rules, regulations, policies, bylaw objectives and legislation governing the operations of the Planning Department.
- Research techniques, methodology and analysis of the current trends and developments in municipal planning.
- Undertaking planning research and analytical tasks, as well as utilizing statistical data in planning projects.
- Preparing reports and recommendations on a variety of planning projects, programs and policies that communicate effectively and explain technical concepts and plans to non-technical people.
- Excellent interpersonal skills to be effective in your working relationships with staff, external professionals, internal and external customers and authorities.
- Presenting reports to senior staff and Council.
- Be highly organized and have the ability to effectively set priorities and meet deadlines.
- Working knowledge of MS Office and other relevant programs.
- Have Membership or eligibility for membership in the Planning Institute of British Columbia.
- Have a Class 5 Driver's Licence valid in the Province of B.C.

The successful candidate will be required to complete a Police Information Check as a condition of employment. (Note – not required a part of the application process; however, will be required upon consideration for employment)

All required licenses, certificates and registrations associated with this competition must also be valid and current at the time the postings close and must be attached with your application. Please have these documents ready to upload when you apply.

**What we offer you:**

The City offers a competitive compensation package that includes a strong wellness program and the opportunity for career and professional development.

If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.

Apply online at [mapleridge.ca/2035](https://mapleridge.ca/2035) by January 5, 2020.