



District of North Saanich

PLANNING TECHNICIAN

\$37.06 to 39.37 per hour (2021 rates)

The District of North Saanich invites applications for the full-time position of Planning Technician. Under the direction of the Director of Planning and Community Services, the Planning Technician is responsible for technical planning work in processing building permits, all types of development applications, tree permits and answering development enquiries and in assembling, collating, and analyzing research data. The ideal applicant will also be required to review business license applications for compliance with zoning regulations and provide support and assistance to other senior staff in the department.

This position is a Union position and is subject to the terms and conditions in the collective agreement between District of North Saanich and the Canadian Union of Public Employees Local 374.

More information on this opportunity including a complete job description is available for review in the Employment section of the North Saanich website at www.northsaanich.ca.

If you have the following characteristics and qualifications, we would like to hear from you!

- Completion of a university degree or technical diploma in planning or a related subject supplemented by technical courses related to the work plus sound related experience, preferably in a Municipal Planning Department, or an equivalent combination of training and experience.
- Sound knowledge of Zoning Bylaws, the Official Community Plans, regulations, policies, planning principles, and provisions applicable to the work.
- Proven experience in successfully employing contemporary service excellence principles when liaising with internal and external contacts and ability to establish and maintain effective working relationships.
- Ability to read, understand and interpret various construction plans, building permits, specifications and technical information, policies and procedures.
- Ability to communicate effectively and concisely both orally and in writing.

Applications may be submitted by mail or email before 4:00 p.m. on Friday, October 21, 2022 to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however only those chosen for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Section Name: PLANNING AND COMMUNITY SERVICES

Position Title: PLANNING TECHNICIAN

Effective Date: September 2022

Reports to: Director of Planning and Community Services

Positions Supervised: N/A

Definition (Position Summary)

This is technical planning work in processing development, rezoning, land use contract applications, and development variance permits and in assembling, collating and analyzing research data. The work involves researching and preparing draft policy guidelines for discussion with senior staff and requires the assembling, collating and analyzing research data relating to a broad range of general municipal planning and other corporate matters. An incumbent will also be required to review building permit and business license applications for compliance with zoning regulations. An employee of this class exercises some independence of judgement and action in processing development applications, with complex or policy matters referred to a superior.

Key Job Duties

- Receives, processes and reviews moderately complex applications for rezoning, development and variance permits; evaluates applications for compliance with City plans, policies, bylaws and provincial legislation; prepares required reports and recommendations for discussions with superiors.
- Assembles, organizes, collates and analyzes research data relative to a broad range of municipal topics; modifies form of data collected to conform to department requirements.
- Examines, critiques, and offers planning input into a variety of development and landscape plans; conducts required field inspections; reviews design drawings related to subdivision, building and engineering development for compliance with municipal specifications.
- Reviews development permit plans, building permit and business licence applications for compliance with zoning regulations, including preparation of covenants and other necessary documentation.

- As assigned by a superior, coordinates a variety of projects for the department, including gathering required background data from other municipalities on related projects and drafting and/or editing policies and bylaws, as required.
- Provides back-up to the customer service counter.
- Performs related work as required.

Qualifications

Education:

- Completion of a university degree or technical diploma in planning or a related discipline.

Experience:

- One year related experience, preferably in a Municipal Planning Department.

Skills

- Considerable knowledge of legislation and municipal bylaws applicable to the work performed.
- Sound knowledge of the principles, practices and objectives of urban design and regional planning applicable to the work performed.
- Sound knowledge of departmental functions, objectives and procedures.
- Sound knowledge of research, statistical and analytical method, techniques and practices applicable to municipal planning.
- Ability to read and interpret mapping (topographical, cadastral, plan metric, etc.), engineering and architectural plans, and to review same for conformance with municipal specifications.
- Ability to collect, organize, collate and prepare a wide variety of information and data for presentation in report or graphic form.
- Ability to communicate effectively orally and in writing and to prepare draft reports, recommendations and records related to the work.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to work under general supervision.

Job Provisos

- May be required to perform additional related duties as assigned by supervisor.