



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
May 2022**

<b>Position Category</b>	<b>Planning Technician</b>
<b>Department:</b>	<b>Land Use Services</b>
<b>Division:</b>	<b>Development Services</b>
<b>Reference:</b>	<b>Union – CUPE 358</b>

**General Accountability & Purpose of the Job:**

Reporting to the Manager, Development Services, the Planning Technician is primarily responsible for responding to enquiries and referrals related to the subdivision, development, and use of land in CVRD electoral areas. The Planning Technician routinely interacts with department staff, members of the public, applicants, and external agencies, and provides support to the CVRD Land Use Services Department, ensuring that tasks are completed in accordance with legislative requirements and timeframes, and CVRD policies and regulations.

**Typical Job Duties and Tasks:**

- a. Provides information to the public and responds to enquiries regarding the subdivision, development, and use of land in CVRD electoral areas either in person or via phone or email;
- b. Assists prospective applicants with understanding CVRD application requirements and processes;
- c. Reviews building permit applications and land use permit applications to verify compliance with CVRD policies, regulations, and guidelines;
- d. Reviews subdivision, liquor and cannabis license, water license, crown tenure, and other applications referred to the CVRD from various provincial ministries to confirm compliance with CVRD policies and regulations, and prepares appropriate referral responses to those ministries;
- e. Liaises with other CVRD divisions, provincial ministries, and other agencies in the review and processing of referrals and applications;
- f. Conducts technical research to support the work of the Land Use Services Department;
- g. Reviews covenants and other legal instruments in relation to applications, referrals, and enquiries;
- h. Conducts site inspections as required;
- i. Attends and provides technical support to CVRD Commission, Committee, and Board meetings as required;
- j. Any other related duties or tasks as assigned.

**Organizational Relationship:**

The Planning Technician reports to the Manager, Development Services and may be supervised by the Planning Coordinator.

**Qualifications:**

Education/Training

A degree or diploma from a university of recognized standing or technical institute in planning, engineering technology, building construction, land development, or a related field.

Completion of MATI School for Statutory Approving Officers is an asset.

Completion of Ministry of Transportation and Infrastructure District Development Officer Certification Program is an asset.

### Experience

A minimum of 6 months related experience, preferably within a BC local government setting.

Experience in surveying, land development, customer service, and negotiation is an asset.

An equivalent combination of education, training, and experience may be considered.

### Occupational Certification

Certification/membership or eligible for certification/membership in the Canadian Institute of Planners (CIP) and Planning Institute of BC (PIBC), the Canadian Association of Planning Technicians (CACPT), the Applied Science Technologists & Technicians of BC (ASTTBC), or Engineering and Geoscientists BC is preferred.

A valid Class 5 BC Driver's Licence is required.

### Knowledge

Knowledge in all aspects of BC planning and land use legislation and applicable regional district bylaws.

Knowledge of ESRI GIS Programs.

### Skills & Abilities

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public, and Regional Board Members.

Ability to communicate effectively both verbally and in written form.

Ability to proficiently use grammar, spelling, and punctuation.

Ability to understand and apply bylaws, regulations, agreements, and procedures applicable to departmental responsibilities.

Ability to remain up to date in current planning theory and practice.

Ability to organize work schedules and prioritize work using strong organizational skills.

Ability to effectively operate a computer using Microsoft Office Suite (e.g. Access, Word, Excel, Outlook, PowerPoint).

Ability to solve problems and resolve issues and seek alternative solutions to potential and real problem situations.

Ability to read and interpret legal documents, plans and drawings including surveys, engineering drawings and specifications, and subdivision plans.