

CITY OF REVELSTOKE

POSITION DESCRIPTION

The position is within the Bargaining Unit of the Canadian Union of the Public Employees,
Local 363

POSITION TITLE: Planning Technician

DEPARTMENT: Development Services

I. POSITION PURPOSE STATEMENT

This is a technical planning position responsible for information services to the public at the Front Counter, planning application processing functions and planning research functions. Work is carried out under supervision.

1. Provides information services at the Front Counter, including bylaw and policy interpretation and advice related to planning and development applications and procedures.
2. Prepares reports, referrals, and correspondence, under supervision and in consultation with senior staff.
3. Reviews building permit plans for compliance with zoning, development permit, development variance permit requirements, and other various property title charges.
4. Coordinates with and provides advice to staff with respect to Bylaw Enforcement and other compliance activities.
5. Under supervision, communicates with applicants, their agents, external agencies, and departments.
6. Provides technical assistance to staff in carrying out other planning duties, including data collection and tabulation, drafting policy and regulatory materials.
7. 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.
8. Acts as a resource to clerical staff in carrying out their duties.

9. Performs other related duties as required.

II. REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND PERSONAL ATTRIBUTES

- a) Ability to communicate effectively both orally and in writing.
- b) Ability to understand and effectively carry out oral and written instructions.
- c) Ability to exercise good judgment in the performance of the duties.
- d) Ability to work independently under supervision.
- e) Ability to establish and maintain effective working relationships with staff and clients.
- f) Ability to effectively prepare correspondence, written reports and oral presentations.
- g) Ability to use relevant computer applications.
- h) Knowledge of theory, principles, practices, current trends and developments in city planning and urban design.
- i) Knowledge of Local Government Act, City of Revelstoke bylaws, regulations, policies, procedures and standards.

III. REQUIRED TRAINING, EDUCATION AND EXPERIENCE

1. A Bachelor Degree in Planning, recognized by the Canadian Institute of Planners plus at least six months of related work experience; OR
2. A post-secondary qualification (diploma, degree - minimum two-year program) in a subject related to Planning (e.g. geography or other social sciences, planning technology) plus two years of work experience in a similar planning position.
3. Training and/or experience in the use of recognized office computer software related to the field.

IV. REQUIRED LICENSES AND CERTIFICATES

- a) Membership with the Canadian Institute of Planners is preferred.
- b) Driver's license is required.

Chief Administrative Officer

Date