

<b>DEPARTMENT:</b>	<b>Climate Action, Planning and Development</b>	<b>STATUS:</b>	<b>Temporary Full Time (parental leave coverage)</b>
<b>NO. OF POSITIONS:</b>	<b>Two</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week</b>	<b>SALARY:</b>	<b>\$37.63 - \$44.30 per hour plus benefits</b>

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

Reporting to the Senior Planner, Development Planning, you will focus on processing simple to moderately complex development applications. This work will include technical work related to examining and checking plans and development applications for compliance with the Zoning Bylaw, OCP, and other relevant bylaws and policies, as well as maintaining a variety of related records. You will discuss plans, applications, and non-conformance issues with senior staff, clarify problem areas, and make recommendations for revisions. You will prepare reports and present to committees, and Council. You will provide a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements, and related policies to home owners, developers, the general public, internal departments, and external agencies. You may also conduct research, assemble background material and prepare reports related to regulation and policy development; participate in public consultation events; and provide guidance to junior staff as required.

#### Requirements include:

- Completion of a diploma or university degree in planning or a related discipline 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.
- Knowledge of the relevant sections of the zoning Bylaw, the Official Community Plan, regulations, policies and provisions applicable to the work.
- Sound knowledge of departmental functions, objectives, policies and procedures.
- Sound knowledge of good planning principles.
- Proven experience in successfully employing contemporary service excellence principles when liaising with internal and external contacts.
- Ability to interpret moderately-complex technical information, policies and procedures and explain them to the public.
- Ability to read, understand and interpret various construction plans and specifications.
- Ability to conduct accurate and independent research in support of planning issues, using various sources and to use software applications to analyze, interpret and make recommendations based on information obtained.
- Ability to communicate effectively orally and in writing, to prepare and present concise reports, and to maintain consistent records.
- Ability to function effectively as a team player.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Ability to effectively use the Microsoft Office Suite of products (Word, Excel, PowerPoint and Outlook).
- Preference for those with GIS, Tempest, and CityViews experience.
- Graphics software (InDesign, Illustrator, Photoshop, Picasa and Bridge, Acrobat Pro) experience is an asset.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by December 18, 2023.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*