



# JOB DESCRIPTION

## PLANNING AND DEVELOPMENT TECHNICIAN

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Department:	Development Services
Classification:	CUPE - Regular/Full Time
Wage Schedule:	"B" – Works and Services

### 1. Role

The *Planning and Development Technician* is primarily responsible to ensure the well planned future and quality assurance of current development in our community, with a lens on one or the other, pending their stream of focus.

### 2. Nature and Scope of Work

Reporting to the department manager or designate, the position performs a variety of planning duties including coordinating and processing land use applications, co-creating and interpreting bylaws, policies and regulations, researching and reporting, public consultation, and performing related work as assigned. This may include building, grading, civil and landscaping inspections.

The position assists in undertaking current and long range planning processes involving the application of specialized knowledge and skills in the collection, analysis and interpretation of economic, physical, social, environmental and other data for municipal studies, programs and projects. This position recommends land use changes and facilitates community planning processes by coordinating public meetings and receiving input on various community planning proposals and issues.

The incumbent's focus of duties and education will determine which "stream" the position occupies and therefore the scope, nature and balance of primary and secondary responsibilities.

### 3. Primary Responsibilities (both streams)

Under general supervision, the position:

- Responds to inquiries related to planning, zoning, subdivisions and servicing bylaws and associated policies, procedures and regulations;
- Accepts, reviews, and processes land use/development applications including but not limited to development permits, variances, subdivisions, bylaw amendments, temporary use permits, etc. in accordance with relevant federal and provincial statutes and municipal bylaws;
- Evaluates development applications in regards to compliance with municipal bylaws, federal and provincial regulations as well as technical, legal, policy and contextual perspectives and communicates this to applicants, manager, general public etc.;
- Assists with creating content, administration, drafting, preparation, updating, maintenance and consolidation of the official community plan, zoning bylaw, subdivision and development servicing bylaw, development procedures bylaw, and other planning and land development regulations or controls;

- Provides strategic recommendations on long range planning and strategic matters;
- Researches, writes, and presents formal and technical reports, policies, working papers, and correspondence;
- Assembles, analyzes, interprets and maintains statistical, demographic, environmental, and other relevant data for planning purposes;
- Stays abreast of legislation and current practices relating to the scope of duties to ensure compliance with municipal bylaws, Provincial legislation and regulations, and to ensure consistency with good planning practices;
- Maintains departmental databases, paper and electronic filing systems;
- Prepares public hearing and public meeting notices as required;
- Prepares background information, including maps, graphs, photographs, etc., for reports on various planning matters;
- Reviews legal documents for registration and registers notice of permits;
- Assists in the assignment of road names and property addresses;
- Prepares agreements for processing, signing and collection of securities for development applications, administers agreements, and prepares release documentation;
- Assists in preparing the design and implementation of communication tools, public engagement and consultation events, and activities specific to planning and development initiatives;
- Assists with the processing of business license applications;
- Installs land use signs; and
- Performs other duties as required.

#### **4. Secondary Responsibilities (Engineering Stream)**

- Carries out field inspections with regard to complaints, enforcement of Town bylaws, development permits, or subdivision projects;
- Undertakes building inspections as a relief function, as able and qualified;
- Performs civil inspections to assist in subdivision and development related works (roads, water, sewer, storm etc.);
- Assists in producing mapping related products and information; and
- Drafts diagrams, details, and explanatory illustrations.

#### **5. Supervision**

- This position is supervised by the departmental manager or designate and has no direct supervisory authority.

#### **6. Minimal Qualifications**

##### *Education and Experience*

- Two years of post-secondary training in planning or a related field;

- General knowledge of principals of planning, building, and/or engineering in a municipal government context;
- General knowledge of land use legislation affecting local government, including the *Local Government Act, Land Title Act, Strata Property Act* and the *Community Charter*;
- Intermediate to advanced computer skills and knowledge of desktop software, in particular Microsoft Office, excel, in a Windows and network environment; and
- Valid and current Driver's Licence.

#### *Specific Skills*

- Ability to prepare clear and concise reports; organize work schedule to meet deadlines and priorities; and assist in preparing plans, drawings, visual tools and maps;
- Ability to apply bylaws and legislation to land use applications;
- Ability and skills to design and evaluate subdivisions and developments giving consideration to servicing, bylaws and other relevant legislation;
- Ability and skills to operate a computer system utilizing Microsoft Office and any GIS or CAD system utilized by the municipality;
- Excellent verbal and written English language communications skills with the ability to deal courteously, tactfully and diplomatically with elected officials, other managers and employees, and the public;
- Ability to read and understand codes, bylaws, legislation, blueprints, architectural drawings, legal plans, and related technical material; ability to interpret and apply such material to a range of building situations;
- Knowledge of principles and practices of research and data collection; and
- Knowledge of effective, creative public engagement tools and methods.

## **7. Preferred Qualifications and Desirable Skills**

- Bachelor's degree or Master's degree in Planning or a related field such as geography, sociology, urban development, sustainable development etc.;
- Eligible for Registered Planner status through the Planning Institute of British Columbia/Canadian Institute of Planners;
- Certificate or Diploma of technology with specialized courses in civil engineering, drafting, building science or architecture etc.;
- BCIT Building Code courses: BLDC 1500 Part 9 (SFD), BLDG 1825 Multi Unit and Small Buildings, BLDG 1830 Part 3, BLDG 1835 Part 3 advanced;
- Building Official level 1, 2, 3 and Plumbing Official Level 1 and 2;
- Knowledge and experience with AutoCAD Map3D, ArcGIS, Trimble GPS and Drupal (CMS), Illustrator and Excel;
- MATI School for Statutory Approving Officers; and
- Additional certificates in urban design, sustainable development, and community engagement such as SFU Urban Design Certificate, IAP2 Planning and Techniques etc.

## 8. Step Progression

Step	Term		Educational/Experience Requirements
I Planning and Development Technician	0-12 months in position	AND	Minimum initial hire qualifications per s. 6

Planning Stream			
Step	Term		Educational/Experience Requirements
II Planning Technician 2	13-36 months in position	AND	Provisional Membership with PIBC
III Planner	36 months in position	AND	MATI School for Statutory Approving Officers
IV Planner 2	48 months in position	AND	Registered Planner status and full membership with PIBC
V Planner 3	84 months in position	AND	Two certificates in planning related courses.

Engineering Stream			
Step	Term		Educational/Experience Requirements
II Development Technician	13-36 months in position	AND	BOABC Building Official Level 1
III Development Technician 2	36 months in position	AND	CTech Plumbing Level 1
IV Development Technician 3	48 months in position	AND	BOABC Building Official Level 2
V Senior Development Technician	84 months in position	AND	AScT BOABC Level 3 Plumbing Level 2 Other specialized courses

Step progression is predicated upon an employee meeting only minimal qualifications upon initial hire and subject to change based upon a higher level of education and experience. Incumbents entering the position with RPP designation, BOABC building or plumbing levels, CTech and AScT or equivalent shall start at the respective step up to step III.

## 9. Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

This Job Description is hereby accepted under the terms and conditions stated above, replacing the previous Job Description "Planning Assistant" and is signed this 30<sup>th</sup> day of May, 2019.

ORIGINAL SIGNED BY

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 Jon Wilsgard  
 Chief Administrative Officer  
 Town of Golden

ORIGINAL SIGNED BY

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 David Hedges  
 President, Local 2309  
 CUPE

*A job description cannot predict every eventuality that may occur in the work place. This document is therefore general in nature, may not account for duties that may occasionally be required of the staff member performing the job, and is subject to change pending authorized approval.*