



JOB DESCRIPTION

Junior Planner | Senior Planner

Department	Development Services	Reports To	Director of Development Services
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Under the general supervision of the Director of Development Services or designate, the Planner assists in the review, assessment and processing of development plans, land use designation and zoning amendment requests, subdivision requests and other related projects in the Development Services department. The planner exercises judgement and discretion while interpreting, analyzing, and coordinating projects, focusing on current planning functions.

KEY DUTIES PERFORMED:

1. Processes, analyses and assesses development applications in terms of conformance with the Official Community Plan, Development Permit Guidelines, and other pertinent bylaws and provincial guidelines.
2. Prepares reports suggesting whether to accept or decline proposals, along with proposing suitable terms or conditions for proposal acceptance.
3. Reviews restrictive covenants, easements, statutory right-of-ways, and instrument releases for form and content, and coordinates information sharing for approval and registration.
4. Prepares maps, charts, graphs, and other material for public consultation presentations.
5. Responds to public inquiries regarding city planning, zoning, proposed land use and development.
6. Participates in the development and preparation of new policies, procedures, and bylaws relating to department operation.
7. Assists in the development and implementation of growth management and land use plans, energy & water conservation plans and initiatives, sustainable practices, economic development plans, utility, housing, transportation, and City facility planning to meet the needs of the City, and/or other levels of government as applicable.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.

- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. A Degree in Planning or a related field, or an equivalent combination of education and experience.
2. Experience in land use planning in a local government setting, including experience in complex planning projects such as the development and review of Official Community Plans.
3. Eligibility for membership in the Planning Institute of BC.
4. Ability to maintain strict confidentiality and a high level of trust and respect across the organization.
5. Ability to interpret, implement and adhere to organizational policies and procedures.
6. Proficiency with the Microsoft Office suite.
7. Valid Class 5 BC Driver's licence.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. A working knowledge and understanding of the Local Government Act, Community Charter, Land Title Act and other Provincial policies, legislation and legal mechanisms applicable to land use planning in the Province of BC.
2. Working on a broad range of planning initiatives, including Official Community Plan and Zoning Bylaws and amendments, processing a variety of development applications.
3. Sound knowledge of policy analysis and development techniques.
4. Ability to work effectively in a mixed environment with a large amount of autonomy, while exercising considerable judgment to establish priorities and complete the duties of the position.
5. Demonstrated sensitivity to political issues and impacts.
6. Ability to establish and maintain positive and effective working relationships with the public, applicants, landowners, agencies, and team members.
7. Ability to work effectively under pressure, manage timelines and prioritize workloads.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.