

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Planner I  
**Department:** Development  
**Date:** September 2013

**NATURE OF WORK**

The Planner I performs administrative and technical work related to: current and long range planning programs of the City; development and implementation of land use; sustainability; and related municipal plans and policies. This may include proposing initiatives, and/or performing the necessary background research on initiatives proposed by other departments, including assessing cost effectiveness, technical feasibility, means of achieving acceptance and working with appropriate departments on implementation.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Senior Planner or designate.

**SUPERVISION EXERCISED**

Provides direction to planning technologist, support staff, part-time or temporary employees as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; determines work procedures, prepares work schedules, and expedites workflow.

Assists with training of staff as assigned; directs changes as needed.

Assists with the development of related short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; assists in the coordination of department activities with other departments and agencies as needed.

Monitors emerging trends and needs, provides technical and professional advice; prepares a variety of studies, reports related information for decision making purposes.

Assists with the development of recommendations and drafts policy proposals; makes presentations as required to supervisors, Council, boards, commissions, civic groups and the general public.

Contributes to the promotion and delivery of sustainability initiatives including energy management and climate change programs, green building research and implementation, and corporate sustainability initiatives.

Assists in the development and implementation of growth management, land use, sustainability practices, energy conservation economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Interprets legislation, regulations, bylaws, policies etc. as they relate to the City and assists with the enforcement of local ordinances and bylaws.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Serves when needed as a member of a planning task force.

Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc.

Develops and maintains a data base of information for planning purposes.

Responds to local citizens inquiring about city planning and zoning regulations and ordinances; represents the City when dealing with various levels of government and with provincial and national organizations.

Assists with the coordination and managing of planning consultant contracts.

### **PERIPHERAL DUTIES**

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

### **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS**

College or university diploma or degree in land-use planning, urban planning, landscape architecture or a closely related field

Eligible for membership in the Canadian Institute of Planners

Three (3) years experience in municipal planning at a planning technologist or higher level.

Valid BC Class 5 Drivers' Licence

### **REQUIRED KNOWLEDGE, ABILITY AND SKILL**

Ability to effectively communicate complex technical information, orally and in writing, to architects, contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

Ability to establish effective working relationships with co-workers and external contacts/agencies.

Thorough knowledge of principles and practices of project administration; contract administration; methods and techniques of research and statistical analysis; and report preparation.

Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes;

Excellent working knowledge of personal computers and GIS applications; skill in the area of drafting and designing; skill in the operation of the listed tools and equipment.

Knowledge of LEED and other green building standards/practices and rating systems, energy efficient technologies and the ability to work independently and as a team leader/member is required.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, personal computer including word processing, spreadsheet and data base and computer-aided-design software; mobile radio; phone; printers, plotters, photocopiers, fax and other related office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle feel or operated objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, and talk or hear. The employee is occasionally required to walk: sit: climb: or balance stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 25 kg. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **GENERAL**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

Formal application; rating of education and experience; oral interview and reference check; criminal record check; and job related tests may be required

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

This is a position in the BC Government and Service Employees' Union