

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

Class Title: Planner I
Department: Planning & Engineering
Date: August 2021

NATURE OF WORK

The Planner I provides reliable technical planning advice and support in the delivery of Planning Services to our customers. As a planner with practical experience, this position will process more complex development applications and Zoning Bylaw amendment applications in addition to supporting the Planning Manager on planning projects. Reporting to the Planning Manager, the Planner I responds to enquiries, provides technical analysis and prepares reports, interprets and applies legislation, bylaws, regulations and other enactments, assists with drafting bylaws, permits, agreements and other documents, coordinates and attends public information meetings and public hearings as requested.

SUPERVISION RECEIVED

Works under the direct supervision of the Planning Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Application Support and Processing as per defined service levels

- Responsible for the processing of Development Area Permits, Temporary Use Permits, Development Variance Permits, Subdivisions, and amendments to the Zoning Bylaw and Official Community Plan as assigned.
- Supports the Planning Technologist in the writing and maintenance of application guide packages, application forms and related materials.
- Responsible for processing Land and Road closure applications.
- Coordinates and writes administration reports for Council regarding planning development and amendment applications.
- Reviews and comments on Development and Servicing Agreements as they relate to subdivision application files.
- Performs other related duties and tasks as assigned.

Planning and Project Support

- Provides support to the Manager on new and existing planning policy projects including Neighbourhood Plans, Growth Strategies and intermunicipal and regional planning projects.
- Reviews and provides comments on referrals from external governments and agencies.
- Coordinates and facilitates engagement materials and events in support of planning projects.
- Completes research to support zoning and planning bylaws and plans for reviews and/or amendments.

Administrative and Technical Support

- Provides temporary support with providing coverage for various duties within the planning department as assigned, including covering the Planning Technologist position as required.

- Prepares agendas and records minutes for pre-application meetings with applicants and distribute for validation.
- Responsible for setting up and the coordination of pre-application meetings with applicants.

Health and Safety

- Understanding and acknowledgment of the City's Health and Safety Policies.
- Responsible to contribute to and maintain a safe work environment.
- Understand roles and responsibilities with respect to the City's Health and Safety Management Program.
- Available as representative for the Department on the Joint Occupation Health and Safety Committee.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- A degree in planning, human geography or related field.
- 2 years relevant technical experience in planning or a related field.
- Municipal experience is considered an asset.
- Eligible for membership with Canadian Planning Institute.
- Valid BC Class 5 Drivers License.

REQUIRED KNOWLEDGE, ABILITY AND SKILL

Core Performance Objectives

- Ability to interact with the public and internal and external contacts in a tactful, clear, concise and respectful manner both verbally and in writing.
- General knowledge of the development industry, planning principles, land development process and statistical analysis.
- Ability to effectively communicate complex technical information, using simple language, to contractors' developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- Working knowledge and understanding of relevant provincial legislation and municipal bylaws and policies.
- Interprets legislation, regulations, bylaws, policies etc. as they relate to the City and assists with the enforcement of local regulations and bylaws.
- Ability to organize, coordinate and complete tasks and projects efficiently.
- Ability to efficiently perform complex technical research and analysis.
- Ability to accurately read maps, legal surveys and development plans.
- Ability to prepare maps and graphics including the ability to clearly represent spatial features and interrelationships.
- Ability to establish effective working relationships with co-workers and external contacts/agencies.

Core Competencies

- Experience in engagement principles and practices and/or Certification in IAP2.
- Phone, printers, plotters, photocopiers, fax and other related office equipment.
- Ability to interact with the public and internal and external contacts in a tactful, clear, concise and appropriate manner both verbally and in writing.
- Knowledge and understanding of relevant provincial legislation and municipal bylaws and policies.
- Knowledge of planning and development processes and current trends.
- Good public speaking and presentation skills for Council, Committees and public events as required.
- Political Acumen.

Working Environment

- Generally, office environment with long prolonged periods of sitting or standing at a computer workstation. Field work related to site and landscaping inspections as required. May include evening and/or weekend work to support public hearings, public engagement events for planning projects.
- Use of personal computer including word processing, spreadsheet and data base and computer-aided design, GIS and graphics software such as adobe, illustrator, in-design.
- Use of phone, printers, plotters, photocopiers, fax and other related office equipment.
- May be asked to serve on various employee and organizational committees.

GENERAL

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

The duties listed above 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.

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 General Employees' Union.