

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

**Class Title:** Planner II  
**Department:** Planning and Engineering  
**Date:** April 2023

**NATURE OF WORK**

Reporting to the Planning Manager, the Planner II provides advanced-level planning expertise and support in delivering Planning Services to our customers and the organization. This position will be key in developing planning policy and ensuring existing plans are current and relevant. The Planner II has a critical role in ensuring land use and planning policy direction are considered in corporate projects and decisions and provides lead support on select projects as assigned by the Planning Manager. The Planner II may assist in scheduling, supervising, and training department staff, including developing in-service training programs and developing and implementing related goals and objectives, budgets, policies and procedures.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Planning Manager.

**SUPERVISION EXERCISED**

Provides supervision, training, and assistance to planning staff members, including overseeing auxiliary employees as assigned.

**KEY RESPONSIBILITIES**

- Leads the development and implementation of the Official Community Plan, Downtown Action Plan, Industrial Land Strategy, Housing Strategy and other plans, ensuring the plan objectives are monitored, and reported and that they remain relevant to council's strategic direction.
- Leads the development and implementation of all planning-related bylaws and other bylaws as required.
- Coordinates and writes administration reports for presentation to council in support of development and land use amendment applications.
- Completes complex reviews and comments on referrals from external agencies and Governments.
- Offers support as a critical player in regional and inter-municipal planning initiatives.

- Contributes to promoting and delivering sustainability initiatives, including energy management and climate change programs, green building research and implementation, and corporate sustainability initiatives.
- Leads the development and implementation of growth management, land use, sustainability practices, energy conservation economic development, utility, housing, transportation, facilities, solid waste and other long-range plans and codes to meet the city's needs and any inter-governmental agreements or requirements.
- Supports the planning team by assisting in the processing of complex development applications, including subdivision, zoning amendments and development permits.
- Performs reviews of environmental information and regulations to inform the city's planning policies.
- Uses social research methods, analysis and interpretation to disseminate technical information and data to draft reports and studies for use by council and the community.
- Presents materials/reports to council, committees and public events as required.
- Assists in managing department initiatives based on yearly business plans, including bylaws and plan updates.
- Participates and provides planning policy oversight to inter-department project teams for corporate initiatives managed outside the department. This may include planning committees and intergovernmental review committees.
- Provides support to planning staff members in processing complex amendment applications, land subdivision applications, complex development area permit applications, and pre-application meetings as required.
- May assist with the selection, evaluation, supervision, development and training of department staff.
- May be asked to serve on various employee, organizational and regional committees.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Complies with the organizational safety program and ensures that all WorkSafe and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants. Provides safety orientations to new employees, delivers safety crew talks and tailgate meetings for fieldwork as required.

## **PERFORMANCE FACTORS**

- |                                 |                              |
|---------------------------------|------------------------------|
| • Knowledge, ability and skills | • Health and Safety          |
| • Customer service              | • Attendance and punctuality |
| • Quantity of work              | • Compliance                 |
| • Cooperation and teamwork      | • Reliability                |

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY AND SKILLS**

- A University degree in Planning, Urban Design, Human Geography or a related field. A Master's Degree is considered an asset.
- Relevant and professional experience in planning with a minimum of 5 years of experience
- Municipal experience in a local government will be considered an asset.
- Membership with Canadian Planning Institute. Candidates working towards their MCIP will be considered.
- Proficient in Microsoft Office Suite programs as demonstrated through testing (70% pass rate required) and applicable departmental software programs.
- Class 5 Drivers license.
- Ability to effectively communicate complex technical information, orally and in writing, to architects, contractors, developers, property owners, employees, consultants, other government agency representatives, City officials and the general public.
- Working knowledge and thorough understanding of relevant provincial legislation and policy development, such as land use bylaws and secondary plans, including their formation, process of adoption, and enforcement.
- Ability to work independently and as a team leader/member is required.
- Ability to interact with the public and establish effective working relationships with internal and external contacts in a tactful, clear, concise and respectful manner both verbally and in writing.
- Ability to organize, coordinate and complete tasks and projects efficiently.
- Ability to efficiently perform complex technical research and analysis and convey into reports and studies. This includes social research methods and statistical analysis.
- Knowledge of LEED and other green building standards/practices and rating systems, energy efficient technologies
- Ability to accurately read maps, legal surveys and development plans.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to supervise staff assigned to various projects and direct the work on planning projects.
- Ability to facilitate consultation processes with internal groups and the public, with experience in facilitation, engagement principles and practices and/or Certification in IAP2.
- High Political Acumen.

## **TOOLS AND EQUIPMENT USED**

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

## **WORKING ENVIRONMENT**

Generally, an office environment with long prolonged periods of sitting or standing at a computer workstation. May include evening and/or weekend work to support public hearings, public engagement events for planning projects and travel for meetings.

## **GENERAL**

Formal application, rating of education and experience; oral interview and reference check; 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 or a logical assignment to the position.

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

This is a position in the BC General Employee's Union.