

Job Information

Job title	Planning Technician	Job Code: PLNTEC	Pay Grade: M
Title of immediate supervisor	Manager of Current Planning		
Department/Division	Planning		
Prepared by	N. Pallan		
Date Created	April 1, 2015	Revised date	

Job Purpose

Performs a variety of technical and administrative activities related to the review and processing of development applications and studies conducted.

Duties and Responsibilities

- Reviews and processes documentation submitted in support of re-zoning, development permit, development variance permit, subdivision, Board of Variance, business licence, sign permit and building permit applications for compliance with subdivision and /or zoning regulations, procedures, official community plan policies, development permit guidelines and other applicable bylaws and policies.
- Provides customer service at the public planning counter, responding to a variety of planning questions from the general public and development community.
- Conducts assessments of building permit applications for compliance the Zoning Bylaw and with plans approved through a Development Permit or Restrictive Covenant.
- Liaises with applicants, design professionals and the public concerning technical aspects of plan submissions.
- Prepares responses to general or routine zoning or subdivision enquiries from staff, the public and the development community.
- Conducts research and analysis related to special studies and applications.
- Prepares background reports and drafts routine reports for senior staff or Council.
- Assists and supports in technical, mapping and graphic aspects of planning reports to Council and studies within the department.
- Conducts onsite assessment of projects for compliance with approved plans.
- Assists senior staff in the processing and documentation of development and subdivision applications.
- Performs other related duties as required.

Qualifications

- Bachelor Degree in Planning or a related discipline, such as geography, architecture, civil engineering or landscape architecture.
- Three years of experience in a Municipal planning office environment with experience in development and subdivision approval procedures.
- Proficient with design programs, including AutoCad, In-design, Illustrator, photo shop and other 3D modelling software.
- Experience and training in GIS and statistical analysis.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.