

# The Corporation of the District of Oak Bay

## Job Description



|                    |   |                         |                     |
|--------------------|---|-------------------------|---------------------|
| <b>Job Title:</b>  | <b>PLANNING TECHNICIAN</b>                                  | <b>JEPE Number:</b>     | #1122               |
| <b>Department:</b> | Municipal Hall  | <b>Pay Grade:</b>       | 12 – Schedule A     |
| <b>Area:</b>       | Planning  | <b>Position Status:</b> | Regular – Full Time |
| <b>Location:</b>   | Municipal Hall  | <b>Position Type:</b>   | Union               |
| <b>Supervisor:</b> | Deputy Director of Community Building and Planning Services | <b>Last Updated:</b>    | February 2021       |

### Job Purpose:

Performs technical planning tasks of a relatively complex nature under the general supervision of the Deputy Director of Community Building and Planning Services. The Planning Technician’s work involves answering public enquiries, reviewing building permit applications for compliance with zoning regulations, processing certain types of land use applications, and assembling, collating and analyzing data. Technician exercises some independent judgement and action in processing land use applications, with complex or policy matters referred to an appropriate staff member.

### Duties and Responsibilities:

- Provide technical assistance to staff and the general public on planning related matters including development and application procedures, zoning, land-use and municipal bylaws.
- Assist in the coordination and facilitation of the development review process by accepting, reviewing, and processing land use applications.
- Assist with the preparation and updating of necessary amendments of a variety of planning and land development regulations.
- Undertake detailed technical and plan reviews of land use applications such as heritage, rezoning, development permit, development variance permit, Board of Variance, business license, and zoning review of building permit applications, and carry out site visits as necessary.
- Respond appropriately and in a timely manner to public enquiries in person, by email, by telephone, or correspondence on all planning matters.
- Prepare advertisements and other notices as required by applicable statutes, regulations or bylaws as needed.
- Review construction drawings, architectural drawings, landscape plans and other graphic material for compliance with zoning and other approvals.
- Prepare correspondence and other written documentation such as reports to Council, committees, Board of Variance, and land use confirmation letters as required.
- Refer land use applications to the appropriate agencies.
- Perform related duties as required.

### Required Knowledge, Abilities & Skills:

- Knowledge of, and experience working with the principles and practices of land use planning, including policies, regulatory tools and legislation governing planning processes as administered by a BC local government.

- Experience working with land use processes in an effective manner, including communication and public engagement techniques with the public and development community.
- Knowledge of heritage, environment, transportation, neighborhood planning and climate action strategies and regulations.
- Proven ability to review and accurately interpret data, maps, architectural drawings and site plans, bylaws, and other standards and regulations.
- Excellent written and oral communication skills including the ability to present planning information in a clear and succinct manner.
- Superior customer service skills with the ability to respond to a variety of information requests in a courteous and tactful manner.
- Good organizational skills with the ability to work independently on a number of projects simultaneously, setting priorities and meeting deadlines.
- Demonstrated problem solving skills.

**Qualifications:**

- The minimum qualification requirement for this position is a diploma or degree in planning or a related discipline with a minimum 3 years related experience preferably in a local government setting or an equivalent combination of education and experience.
- Experience in the use of recognized office software, including Tempest Prospero, iCompass, Microsoft Office products, Bluebeam, and GIS/CAD.

**Required Licenses, Certifications and Registrations**

- Membership or eligibility for membership in the Canadian Institute of Planners (CIP) is an asset.
- Valid BC Drivers License (Class 5).