



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** DEVELOPMENT SERVICES PLANNING TECHNICIAN  
**DEPARTMENT:** DEVELOPMENT SERVICES  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 14  
**LAST UPDATED:** NOVEMBER 2022

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#### **NATURE AND SCOPE OF WORK**

Reporting to the Director of Development Services, the primary responsibility of this position is to provide technical support to the Development Services team on land use planning and development processes and to provide exceptional front-line service to internal and external clients.

This role is responsible for application intake, plan checks, interpreting the Land Use Bylaw, responding to public inquiries as well as some general administrative duties in support of the department. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support to other departmental teams within the City.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Responds to development services inquiries from the public and developers regarding interpreting relaying the Land Use Bylaw regulations, development application requirements, application status updates and other general planning related questions. Assists with administrative work in the Development Services Department including intake of land use applications.
- Prepares detailed reports on routine applications for Development Variance Permits and the Board of Variance.
- Reviews and prepares Environmental, Hazardous Conditions, and Intensive Residential Form and Character Development Permits for review by the Director.
- Reviews building permit plans for conformance with planning and land-use policy and regulations.
- Reviews tree permits, sign permit, secondary suite permit and business license applications for compliance with all applicable regulations, permits and policies.
- Prepares technical reports, working papers and presentations on planning matters for Committees, Council, and for public information, as required.
- Composes correspondence related to the verification of land use regulations and related policy documents with internal departments and external agencies, as required.
- Works collaboratively with the Development Services team, Engineering, Community Planning, and other City departments, local governments, agencies, consultants, developers, and the general community to achieve development planning objectives.



- Participates in a cross-departmental Development Review Committee team and liaises with other internal and external departments and agencies.
- Provides technical support to planning committees and represents the department by attending meetings as a staff liaison representative of groups such as the Board of Variance and other Committees, if required.
- Conduct field visits, as required.
  - a. Performs other related duties, as required. Other duties and responsibilities may include, but are not limited to: Coordinating updates to and maintenance of the department's website content and the City's Tempest database, including interdepartmental updates with Finance and Engineering; ensures that the integrity and accuracy of the database is maintained.
  - b. Coordinating with the finance department the refund of tree management permits, environmental restoration, and other landscape security deposits as well as application fee refunds for the Development Services department.
  - c. Assisting senior planning staff in the preparation and mail-out of a variety of public notices in coordination with Corporate Services (e.g. Public Hearings, Committee meetings, Development Variance Permit and Board of Variance applications).
  - d. Assisting senior planning staff in the investigation and background preparation for development-related reports of high complexity and other planning projects.
  - e. Assisting senior planning staff with review of development application for compliance with regulatory requirements and policies of the City.
  - f. Assisting with maintenance and preparation of various Development Services bylaws, policies and application information and other template documents.
  - g. Tracking applications for annual statistics and departmental reporting.
- In the event of a local emergency when the City of Colwood activates its Emergency Operation Centre and after ensuring the safety of family and property, reports to the Emergency Operation Centre if/as required and assists with the implementation of the Emergency Plan.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- University degree or technical diploma from a recognized institution in a related field (urban planning, geography, environmental science).
- One (1) year of experience in land use planning work preferably within local government, or an equivalent combination of education and experience.
- Eligibility for Membership with the Canadian Institute of Planners / Planning Institute of British Columbia.
- Training and/or experience in the use of recognized office computer software, and land development software (Tempest and Bluebeam);
  - Super-user capabilities in the following Tempest modules will be considered an asset: Land; Prospero; Business Licenses; and Calls For Service.
  - GIS training is an asset.



- A valid Class 5 BC Drivers License is an asset.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of planning practices and municipal bylaws applicable to the work performed.
- Demonstrated effective oral and written skills and ability to understand and carry out oral and written instructions.
- Ability to maintain a good working knowledge of the pertinent provincial legislation including the *Local Government Act* and other Acts and Legislation as they apply to land use planning and development.
- Strong understanding of computer software programs to carry out duties effectively, including Microsoft office and land development software (Tempest).
- Ability to work with GIS software and prepare maps for planning purposes is an asset to this position.
- Ability to maintain effective working relationships with staff and external contacts.
- Ability to communicate effectively with the public and outside agencies.
- Demonstrated sound administrative judgement and work with deadlines.
- Able to perform well under pressure while dealing with contentious matters and demanding deadlines.
- Demonstrate understanding and application of the following competencies:
  - a. Adaptability: Willingness to be flexible in a changing environment.
  - b. Relationship Building: Establishes and maintains respectful and cooperative working relationships (internal and external).
  - c. Effective Communication: Communicates effectively with others.
  - d. Problem Solving: Recognizes and acts to resolve problems.
  - e. Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - f. Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - g. Customer Focus: Provides excellent service to both internal and external customers.
  - h. Personal insight and rapport: demonstrate Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.

### **Working Conditions / Job Environment**

Work is primarily conducted in an office environment, although on-site visits in the field are common. The City is undergoing a high volume of applications and this position is subject to pressure and challenge caused by the high demand for planning services and programs in a highly collaborative atmosphere. The position requires a basic understanding of planning and community development, and the incumbent must have the ability to work under the direction of senior planning staff and the Manager. The incumbent must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.