

Job Details

Job Title	Planner 1
Department	Planning and Development
Classification	Union – CUPE Local 118 Permanent Full-Time
Pay Rate	\$43.65 per hour (2024 rates)
Date of Last Revision	June 2024

Job Description

Summary

This position works under the direction of the General Manager of Planning and Development and the Planning Manager to provide the public with planning information and assistance as well as providing advice to the Board of Directors and its committees and commissions, outside agencies, senior staff, and the public. The position works collectively with all employees of the ACRD.

Duties and Responsibilities

General Duties

- Respond to public enquiries and requests for service
- Prepare correspondence, reports and memoranda as required
- Liaise with internal and external contacts.
- Other duties as assigned.

Planning

- Process planning applications including
 - Researching and writing planning reports for rezoning, development variance, development permits, community plan amendments applications under the BC Agricultural Land Commission Act and Soil Conservation Act, crown land referrals, subdivision referrals and other miscellaneous referrals
 - Drafting bylaw amendments
 - Referring applications to other government agencies and the solicitor, where necessary
 - Setting up and running public hearings

- Handles community plan preparation, including research, report writing, bylaw preparation, public participation, liaison with advisory planning commissions and other government agencies
- Research and advise the Board on other planning related issues
- Reviews building permits for compliance with zoning requirements
- Site inspections as required

Committees

- Attends Board and committee meetings, including Advisory Planning Committee meetings as required.

Supervision

Immediate Supervisor – General Manager of Planning and Development

Takes direction from – Planning Manager, Planner 2

Authority and Decision Making

Problem solving

- Requirements specific to the technical details of development applications, land use and planning
- Can rely on previous experience to deal with issues pertaining to the applications
- Determines most appropriate method of gaining compliance with bylaw infractions

Job task planning

- Significant variety in work activities with no set structure or routine; different work plan required each day
- Has wide scope to determine order or tasks within constraints of an overall framework, a trade practice or professional standards for doing a job or a project work plan
- Work priorities are set by the worker, subject to confirmation or approval by superiors
- Disruptions occur but can return to work plan after disruption, no new work plan is required
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example
- Several sources of work assignments with possibility that there may be competing or conflicting demands on time; however, there are established criteria or procedures for deciding between assignments
- Sequences multiple tasks for efficiency

Decision Making

- Errors have some minor consequences, e.g. some loss of money or time, but can be rectified with some minor work plan, inconvenience or costs

- Decisions can be reversed with some inconvenience or difficulty; decision is reversible, but options are reduced
- All information relevant to the decision is known
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation
- Similar or past decisions that apply directly and are available are used to make decisions
- Need to consider several well defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge

Budgetary Authority

- As per Board Policy

Coverage for this Position

- Covers this position – Planning Assistant and Planning Technician for general planning inquiries
- Covers for this position – Planner 2

Job Specifications

Education/Training

- Completion of Grade 12
- Post-secondary degree in land use planning or related field
- Valid Class 5 BC Drivers Licence

Experience

- 2 years of experience in regional planning, with a regional district or similar organization, OR
- Equivalent combination of education and experience
- Previous, general experience working in local government would be an asset

Occupational Certificates, Licenses, Professional Designations or Registrations

- Eligibility for membership with the Planning Institute of BC and the Canadian Institute of Planning would be an asset

Knowledge

Considerable	<ul style="list-style-type: none"> • Local government operations
Extensive	<ul style="list-style-type: none"> • Land use and planning principles, theories and tasks • Applicable Provincial and Federal statutes, legislation and regulations.

Skills and Abilities

Abilities

- Understand and interpret legislation, bylaws, and other agency requirements
- Understand and follow oral and written instructions
- Speak in public to various audiences
- Understand and interpret blueprint, scaling plans and drawings
- Establish and maintain working relationships with internal and external contacts
- Apply ACRD bylaws, policies and procedures as they pertain to programs and services
- Deal with people in conflict situations; solve problems and resolve issues and seek alternative solutions to potential and real problem situations.

Literacy and Communication Skills

- Reading Complexity and Comprehension– read and understand material such as very specialized documents and technical manuals, interpret dense and complex texts, make high level inferences and use specialized knowledge
- Writing – standard memos, letters or detail forms, progress reports, procedures, non-standards letters, reports to the Board, specialized or technical reports, taking minutes
- Mathematical – basic operations such as adding, subtracting, multiplying and dividing, calculation of percentages, ratios or averages

Computer Skills – the following types of programs

- Communication software such as emails, calendars and contract lists
- Word processing programs
- Spreadsheets
- Graphics software
- Database software
- ArcGIS software is an asset

Interpersonal Skills

- Explain and exchange information with applicants, business representatives, contractors, suppliers, elected officials, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers
- Handle complaints from applicants, the public
- Problem solving for applicants, business representatives, elected officials, employees within the organization, professionals, and salespersons
- Interpret or resolve conflicts for applicants, contractors, suppliers, the public, professionals, representatives of other governments or organizations, salespersons, volunteers
- Teach or train elected officials, employees within the organization, volunteers
- Counsel or advise applicants, business representatives, the public, salespersons, volunteers