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| TITLE: | PLANNING TECHNICIAN | CLASSIFICATION: Planning Officer 18 |
| MINISTRY: | ISLANDS TRUST MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING | WORK UNIT: LOCAL PLANNING SERVICES |
| SUPERVISOR TITLE: | DIRECTOR, LOCAL PLANNING SERV. (BAND 5) | SUPERVISOR POSITION #: 00036528 |

JOB OVERVIEW

The Planning Technician provides support to Local Trust Committees and community boards and committees within an assigned regional area of the Islands Trust. Acting under the direction of a Regional Planning Manager (RPM) the Planning Technician is primarily responsible for responding to enquiries and referrals. This position will support all three planning offices. Routine duties may include interaction with administrative staff in all three offices to ensure communication, reporting and facilitation of meetings and events.

ACCOUNTABILITIES

- Responds to public land use planning enquiries received in person, by telephone, by e-mail or in written correspondence;
- liaises with applicants and affected parties to clarify the intent and impact of applications;
- administers and interprets land-use bylaws by providing information on regulations and policies;
- Examines building permit referrals, Crown Land referrals, Liquor and Cannabis Referrals and other referrals as directed by the Regional Planning Manager or Island Planner.
 - provides information and guidance to the public in completing application documentation
 - seeks legal advice and considers opinions in preparation of responses
 - examines building permits, Crown lease applications, liquor and cannabis referral applications to determine compliance with Islands Trust regulations
 - liaises with other government ministries and agencies to resolve issues with overlapping jurisdictions
 - drafts appropriate technical documentation and permits for authorizing signatures
- Assist planners with preparation of siting and use permits, development permit and temporary use permits.
- Undertakes technical research related to local trust committee projects as directed by the Regional Planning Manager.

OTHER JOB DUTIES AND TASKS:

- Supports the activities of the Regional Planning Manager, Director of Local Planning Services, and other staff as required.
- Liaison and cooperation with regional district building inspectors in relation to review of building permit applications for compliance with local land use bylaws.
- Liaison and cooperation with provincial ministries in relation to review of Crown land referrals, and liquor and cannabis referrals.
- Provides assistance in the investigation and disposition of bylaw infractions.

JOB REQUIREMENTS

Education and Experience:

- Minimum of a two-year diploma in land use planning, geography, urban studies or related field.
- At least one-year planning experience.
- An equivalent combination of education and experience may be considered.

Preference may be given to candidates who have:

- Experience working in a BC local government planning office.
- Experience working with Indigenous communities.
- Experience working with rural communities.
- Extensive experience with visual communications/graphics (i.e. Adobe Creative Suite).
- At least 1 year experience applying the *Local Government Act* and other Provincial policies and legislation applicable to land use planning in the Province of BC.
- At least 1 year experience applying common law principles and legislative conventions applicable to land use planning.

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills.
- Ability to work effectively in a team environment.
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, trustees, staff, agencies and the public.
- Ability to be sensitive to political issues and impacts.
- Ability to work effectively under pressure and manage and prioritize workload.
- Ability to maintain organized and complete files.

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Service Orientation** is the desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

- **Teamwork and Co-operation** the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Empathy** is the ability to recognize, understand and directly experience the emotion of another. It involves listening with heart, accepting their message and staying focused on their experience rather than reacting. It means understanding that the behaviour may be connected to something outside of the immediate situation. (Sympathy is not empathy. Sympathy means feeling pity and sorrow for someone's misfortune, or the tendency to want to help them with what you see as something negative. This can send a message that you believe that others cannot arrive at their own solutions.