



PLANNING ASSISTANT 2 (Development)

Competition # 23-197
Status: Regular Full-Time (CUPE)
Department: Planning - Development & Environmental Services
Salary: \$32.75 – 38.55 per hour
Closing: November 13, 2023

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

The Planning Department at the City of Maple Ridge is actively seeking a valuable addition to our Development & Environment section. This role presents an exceptional chance for an enthusiastic individual to become part of a dynamic team within a bustling municipality undergoing substantial growth.

In this role the incumbent will undertake diverse tasks supporting professional planners or senior technicians, encompassing planning, design, research, and administration. The primary responsibilities include providing precise and detailed information to various contacts regarding subdivision and zoning regulations and applications.

The Planning Assistant 2 may also engage in substantial research, information assembly, the creation of maps, drawings, plans, and other visual aids relevant to planning.

EDUCATION AND EXPERIENCE

High school graduation supplemented by drafting and/or technical courses plus related experience, preferably as a Planning Assistant 1 in a municipal planning department, or successful completion of a technical diploma from a recognized educational institution or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of drafting, layout and graphic presentation methods and techniques as applied to municipal planning work.
- Ability to operate a computer terminal, with a particular knowledge of GIS & AutoCAD & municipal mapping programs.
- Knowledge of municipal planning and development bylaws applicable to work performed.
- Knowledge of planning departmental functions, objectives and procedures.
- Basic knowledge of architectural, engineering and surveying principles.
- Ability to perform assigned duties with minimal direct supervision.
- Basic research and statistical gathering skills.
- Ability to extract and tabulate data from reports.
- Ability to understand and carry out oral and written instructions.
- Ability to meet and deal tactfully, courteously and accurately with the public and other municipal staff.

LICENSES AND CERTIFICATES

Class 5 Driver's License valid in the Province of British Columbia.

HOURS OF WORK

70 hours biweekly

PREFERRED QUALIFICATIONS

Ability to conduct research projects, responds to public inquiries about zoning and subdivision, and reviews construction plans for compliance with zoning laws.

Able to gather, analyze, and compile planning data from various sources and performs technical and clerical tasks as needed.

EQUITY STATEMENT

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting hrenquires@mapleridge.ca.

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.