



PLANNER / PROJECT MANAGER

Job Description

As a result of our continued growth, we have an excellent opportunity in our Central City Surrey office for a Planner who enjoys working on a wide range of challenging and diverse community planning projects.

The position of Planner requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities. The Planner is expected to be a PIBC member or eligible for membership, possess in-depth knowledge within one or more planning specialties such as economic development, master planning, land development approvals, or urban design. Planners will work with moderate supervision and be responsible for the overall approval processes.

Typical Functions

- Interprets and applies applicable local bylaws, ordinances and regulations;
- Initiates actions necessary to correct deficiencies or violations of regulations;
- Assists with updates and maintenance of land development regulations;
- Conducts review of various development applications including surveys, permits, site plans, variance requests and rezoning;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning;
- Develops long range plans for communities with common developmental issues;
- Develops strategies to promote economic and community development or efficient land use consistent with community goals;
- Recommends priorities, schedules, and project objectives to implement successful plans;
- Writes, or assists in writing, a variety of reports and regulations relating to development approvals; and,
- Preparation and/or attends substantial number of evening and/or weekend meetings for Committee/Council meetings, public meetings and client meetings.

Typical Knowledge

- Well-developed knowledge of planning principles and practices;
- Knowledge of principles, methodology, practices of research and data collection;
- Knowledge of effective writing techniques;
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Provincial regulations;
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations; and,
- Knowledge of computer hardware and software programs, which include Microsoft Office, database management, AutoCAD, GIS or mapping software.

Typical Skills

- Oral communication and interpersonal skills to represent clients in front of Council or present research findings to various boards and committees;
- Creative problem-solving skills to gather relevant information to solve less well- defined practical problems;
- Ability to review plans and apply provisions of the bylaws and regulations to determine compliance with such regulations and to apply regulations to field conditions;
- Group facilitation skills for use with community workshops;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed; and,
- Ability to attend to details while keeping big-picture goals in mind.

Minimum Qualifications

The Planner level a master's degree in Urban Planning is preferred, however applicants with a combination of a bachelor's degree in planning and relevant work experience will be reviewed. MCIP Certification or ability to obtain certification within a reasonable period of time is required.

If you are interested in applying, please submit your resume and a brief cover letter to:

Courtney Cordeiro
Planning Administrative Assistant
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