

Employment Opportunity

Planner I

Full-Time, Permanent

Posted August 27, 2024

Position Overview

Reporting to the Manager of Planning or their delegate, the Planner I assists at a technical and professional level in the formulation, implementation, modification, and improvement of the master plans for the Municipality's physical development and land use planning services. Includes responding to land use inquiries, processing, and reviewing land use development applications, assists in preparing public notices, writing technical and planning reports and correspondence, administering land use bylaw applications, reviewing subdivision applications, attending Design Review Panel meetings, and occasionally generating mapping and computer graphics.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Review and process land use applications and conduct site inspections pertaining to permits issued.
- Compose staff and planning reports.
- Draft planning-related bylaws.
- Coordinate activities for the completion of projects requiring planning expertise.
- Prepare for and participate in public meetings and workshops regarding planning issues.
- Assist in development, refinement and evaluation of bylaws, policies, procedures, and public guides to various land use application procedures.
- Assist with planning studies and public surveys including data collection and analysis.
- Prepare and maintain technical records.
- Respond to public inquiries.
- Perform duties of a general planning nature.
- Work in accordance with the City of Fernie's Safety Management System.
- Undertake training as required. Completes EOC training.
- Other duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Completion of a post-secondary program in Land Use Planning or related field.
- Two to three years employment experience in land use or development planning, preferably in a municipal setting.
- Experience with GIS, or other mapping and graphics software.
- Membership eligibility in the Canadian Institute of Planners and Planning Institute of BC.
- Class 5 Driver's License with N abstract.

Knowledge, Skills & Abilities

- Knowledge of land use planning legislation and regulations in BC.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.

- Can demonstrate strong written, verbal, and interpersonal communication skills for effectively communicating with stakeholders, citizens, and colleagues.
- Detail oriented with strong technical and analytical skills.
- Demonstrated ability to tactfully handle confidential inquiries and information.
- Effective interpersonal and organizational skills.

Competencies for Success

- Knowledge and/or experience with stakeholder engagement.
- Political acumen.

Working Conditions

- Computer focused work for extended periods of time
- Working conditions with changing priorities, tight deadlines, and various conflicting demands.

Additional Information

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

Employment for this position will be full-time, regular. This is a benefited position. The rate of pay is \$41.68/hour. This is a unionized position and will be a part of CUPE 2093 local.

Detailed applications containing resume and cover letter should be received by **12:00 PM September 25, 2024**, and be addressed to: Bruce Lennox at careers@fernie.ca

Bruce Lennox, Director of Planning
City of Fernie, PO Box 190
Ferne, BC, V0B 1M0 or
email careers@fernie.ca

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