

ESQUIMALT POSITION DESCRIPTION

Pos. No: 824

EFFECTIVE DATE : JUNE 2013

Amended: November 19, 2024

Approved by: Director of Development Services

Position Title:	Planner II – Development
Department/Division/Section:	Development Services

POSITION FUNCTION

Reporting to the Manager of Development Services, the Planner II – Development processes development and land use applications of a moderate to complex nature, including rezoning, development permit and development variance permit applications for multi-unit residential, mixed-use, and major industrial and commercial projects. This position is responsible for current and long-range planning processes requiring specialized knowledge and skills in development planning. In addition, developing appropriate recommendations for Council within this context will be a key skill.

KEY DUTIES

Review applications for compliance with planning regulations, procedures, zoning bylaws and Council policies.

Process development applications (e.g., Official Community Plan amendments, rezoning applications, development permits, development variance permits, and Board of Variance applications) and conduct site visits.

Respond to enquiries from the public, outside agencies, and other departments by providing information related to zoning bylaws, planning regulations, land use, Council policies, and design guidelines.

Prepare reports to Council and committees on Official Community Plan and Zoning Bylaw amendments, development proposals, and variances.

Attend committee meetings, public information meetings, or Council meetings as required.

Create maps, drawings, charts, and other illustrative material for inclusion in reports, public presentations, and newspaper advertisements.

Conduct research and compile and analyze information related to planning and development issues.

Compose correspondence related to verification of zoning and compliance with municipal regulations and policies.

Participate on various staff committees as a representative of Development Services.

Perform related duties where required and qualified.

INDEPENDENCE

Work is generated by annual work plan, applications, or is assigned by supervisor and designated staff and reviewed upon completion.

Problems or deviations from established procedures are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Normal.

Assist with room setup for meetings; carrying equipment. (occasional)

Mental Effort:

Focus on detailed drawings and computer screen for short periods. (often)

Meet multiple deadlines. (frequent)

Visual/Auditory Effort:

Focus on detailed drawings, maps, and computer screen for short periods. (frequent)

Work Environment:

Office. (90%)

Development site visits. (occasional)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

The Township's commitment to service excellence is founded in our core values of accountability, integrity, and respect. We are driven by a passionate dedication to work with conviction and enthusiasm. We embrace equity, diversity, and inclusiveness, recognizing and valuing the importance of everyone's unique contributions.

Thorough knowledge of the principles and practices of land use planning.

Some knowledge of basic building construction principles and techniques.

Excellent written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.

Strong interpersonal skills and ability to maintain effective and respectful working relationships with colleagues, officials, and the public.

Proven experience in administering and working with development processes in an effective manner including communication with the public and development community.

Ability to conduct research, analyze problems, and present conclusions.

Ability to read and interpret building plans, statistics, maps, and technical drawings.

Ability to prepare graphic material for use in reports, public presentations, and in-house publications (e.g., maps, drawings, photographs).

Ability to organize and prioritize work and to work on a team.

Demonstrated public engagement and facilitation skills.

Understanding of urban design principles.

Understanding of emerging trends in planning.

Demonstrated knowledge of computer applications in a planning setting (such as word processing, desktop publishing, PowerPoint, electronic records management, databases, GIS, and graphics programs).

Working knowledge of and ability to interpret and apply Provincial and Local Government Legislation, including the *Local Government Act* and *Community Charter* or equivalent.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Undergraduate degree in planning or closely related discipline.

Eligible for membership in the Canadian Institute of Planners.

Current valid class 5 B.C. driver's license.

Experience:

4 years of related experience, preferably in a local government setting.

Or:

An equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: up to 12 months.

May be requested to substitute in a more senior position.

Will be required to attend committee, Council, and other meetings outside of regular working hours.