

Planning and Development
NEIGHBORHOOD PLANNING AND URBAN DESIGN

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of December 31, 2024 and must be received by 4:45 PM on **Friday, January 10, 2025** quoting:

Competition No: 2024-465

This is advanced professional planning work at the working supervisory level. The incumbent is responsible for preparing conceptual plans and implementation strategies and for preparing and executing implementation timetables and coordinating the activities of the various internal and external agencies involved. The work of a Planner 3 is differentiated from that of a Planner 2 by the additional responsibility for supervising professional and technical subordinates, and by the greater degree of independent action and judgement involved in assisting in the supervision of the operation of a section. A Planner 3 plans, assigns, supervises and participates in the work of professional and technical staff engaged in the research and preparation of complex development plan concepts and urban design guidelines and ensures the expeditious and sequential processing of the steps necessary for the implementation of the same. Coordinates the activities of the various planning department sections and those of other Municipal departments and external agencies as they relate to the implementation of programs; establishes and maintains liaison with various interested parties, government agencies, boards, commissions and committees relative to work performed and attends and participates in public meetings as appropriate. Other responsibilities include representing the Planning Department, as directed, on various boards, commissions or committees and preparing and presenting planning reports of a particularly complex and/or sensitive nature. Performs related work as required.

Qualifications include university graduation in an appropriate discipline, plus a post graduate degree in Community and Regional Planning and considerable related professional planning experience or an equivalent combination of training and experience. Thorough knowledge of the principles, practices, techniques, methods and procedures applicable to Municipal planning along with the knowledge of the policies, rules, regulations, by-laws and legislation governing section operations specifically and planning department operations in general. An incumbent will have considerable knowledge of economics, Municipal finance and sociology and of current literature, trends and developments relating to work performed; and the ability to plan, assign and supervise the work of a small group of professional and technical subordinates and to coordinate the input of other planning department sections. Ability to perform professional planning and supervisory work with minimum supervision; and to establish and maintain effective working relationships with staff and with internal and external contacts and authorities. A Planner 3 will have the ability to represent the Director and act for a supervisor as directed and have creative ability and professional expertise in analyzing and evaluating data for complex solution. A membership or eligibility for membership in the Canadian Institute of Planners is required.

SALARY: \$9,811 – 10,225 – 10,671 – 11,132 – 11,604/month (Pay Grade 34) (2024 Rates)
STATUS: Regular Full Time
LOCATION: City Hall
SCHEDULE: 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:45 PM (Nine-Day Fortnight)
SPECIAL NOTES: Subject to Note 'C' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50001863

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
4949 Canada Way
Burnaby BC V5G 1M2

