

**CITY OF REVELSTOKE  
JOB DESCRIPTION**

The position is within the Bargaining Unit of the Canadian Union of the Public Employees,  
Local 363

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**POSITION TITLE:** Planning Technician

**DATE:** April 2025

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**I. POSITION PURPOSE STATEMENT**

The role of the Planning Technician is to complete planning related research to support the department, process basic current planning applications, review permits and licenses received under Building and Business services for compliance with planning bylaw and / or policy, and to complete administrative tasks to support department Planners and senior staff. The Planning Technician works within an interdisciplinary team environment and completes a variety of planning-related work. This is an entry level professional planning position that requires well developed critical thinking skills to undertake a variety of planning assignments under general supervision.

**II. OPERATING ENVIRONMENT**

The Planning Technician predominately works within an office environment and is required to engage with regulators, contractors, consultants, external agencies, volunteers, the public, as well as elected officials as required. The Planning Technician is required to provide front counter services to the general public and will periodically work in the field to complete site inspections of properties in various states of development. The Planning Technician works under general supervision.

**III. SPECIFIC DUTIES**

- Provides information services at the front counter, including bylaw and policy interpretation and information related to planning and development applications and procedures.
- Reviews, processes, evaluates, and presents recommendations to applicable decision-makers on simple current planning applications including but not limited to development permits, development variance permits, and heritage alteration permits.
- Responsible for reviewing all building permits, business licences, encroachment permits, and sign permit applications for compliance with applicable City bylaws and policy.
- Responsible for reviewing all restrictive covenants, easements, statutory right-of-way's, and instrument releases for form and content, and coordinates information sharing for approval and registration as required.

- Supports senior staff with long-range planning projects including but not limited to Official Community Plan and Zoning Bylaw updates.
- Supports the organization of public engagement meetings and represents the department at a variety of engagement events.
- Supports the City's Heritage Management functions to ensure programs align with the objectives and goals of the City.
- Assists senior staff with development and coordination of applications for funding, including verification that funding request prerequisites are met within the prescribed time limits.
- Coordinates with Bylaw Enforcement Officers and Building Inspectors on matters related to compliance with applicable City bylaw and policies as required.
- Supports continuous improvement with respect to internal operating procedures for all department services to improve effectiveness and efficiency of department operations.
- Supports the tracking and statistical data collection of department activities as required.
- Participates as a member of a planning team, providing guidance to and increasing capacity of clerical staff.
- Makes presentations to Committees, Council, and other stakeholders as required.
- Conducts site inspections for properties at various stages of development as required.
- Assists other staff in performing their duties, and performs related duties as required.

#### **IV. REQUIRED KNOWLEDGE, ABILITIES, SKILLS, AND PERSONAL ATTRIBUTES**

- Basic knowledge of relevant legislation including but not limited to the *Local Government Act*, and *Community Charter*.
- Basic knowledge of applicable City bylaws, policies and plans including but not limited to the Official Community Plan and Zoning Bylaw.
- Ability to understand and effectively carry out both verbal and written instructions.
- Proficient reading comprehension skills and the ability to communicate effectively both verbally and in writing.
- Ability to use good public relations skills.
- Ability to apply professional discretion as it relates to decision-making in a planning and development context.
- Ability to establish and maintain working relationships with the public and staff.
- Demonstrated ability to manage time effectively when dealing with multiple competing priorities.
- Ability to conduct research and analysis on a wide range of planning subjects.

- Ability to write clear and concise planning reports on basic development applications or policy issues.
- Ability to provide guidance and support to other planning and technical staff.
- Proven ability to plan and achieve goals, work independently, and meet deadlines.

## **V. REQUIRED TRAINING, EDUCATION AND EXPERIENCE**

The minimum required training, education and experience for the Planning Technician position is as follows:

1. Completion of a four (4) year Undergraduate Degree in a program accredited with the Canadian Institute of Planners; OR
  2. Completion of a four (4) year Undergraduate Degree, with a minimum of one (1) year of experience working in an office environment; OR
  3. Completion of a two (2) year post-secondary Diploma in planning, geography or a related field, with a minimum of one (1) year of experience working in an office environment.
- Training and / or experience in the use of applicable computer software including Microsoft Outlook, Word, Excel, PowerPoint, and Adobe is required.
  - Experience in a local government setting in British Columbia will be considered an asset.
  - Training and / or experience in Geographic Information Systems (GIS) software will be considered an asset.

## **VI. REQUIRED LICENSES AND CERTIFICATES**

- Eligibility for membership with the Canadian Institute of Planners is considered an asset.
- Class 5 BC driver's licence is required.
- Must pass a satisfactory criminal record check.