

JOB DESCRIPTION

Planning Technician

Reports To: Manager, Planning Services

Department: Planning & Environment



“Taking Care of Banff: our Community, our People, our Park.”

Job Profile:

As the Planning Technician, you “Take care of Banff” by processing a variety of land use and development related permit applications to ensure consistency with the Town’s legislative framework, policy direction, municipal bylaws and compatibility with statutory plans.

As the Planning Technician, you also review applications and advise applicants to ensure that applications incorporate the highest quality design that is fitting for a municipality in a National Park.

Key Responsibilities:

Conducts all interactions with a focus on the Town of Banff employee mission and core Values of: Integrity, Teamwork, Efficiency, Accountability and Professionalism

The Planning Technician is responsible for:

- Receiving, reviewing, and circulating a variety of development permit applications to ensure conformance with Municipal Bylaws, Statutory Plans as well as Provincial and Federal Legislation.
- Focusing on applications for signs, accessory dwellings, sidewalk seating, outdoor merchandising, small-scale changes-of-use and other small-scale development permits.
- Responding to inquiries and providing information and assistance regarding various departmental policies, procedures, bylaws and requirements.
- Providing technical advice to the public and development clients related to land use development, referring more complex issues to appropriate staff.
- Verifying material relating to development applications, ensuring all applications are complete and properly documented.
- Preparing various permit related files such as public notification, circulars, draft notices and permits, advertising and invoice requests as well as draft reports on applications for the Municipal Planning Commission.
- Producing ‘as-built’ plans using iGuide hardware and software.
- Reviewing Building Permit drawings for consistency with approved Development Permit Drawings.
- Identifying compliant and non-compliant aspects of an application or proposal compared to various regulations, policies, bylaws and legislation requirements.
- Supporting Development Planners with ongoing files.

Characteristics:

- *Good Communicator* – proactively reaches out to senior staff on files to ensure consistency. With an emphasis on customer service, has exceptional written and verbal communication combined with interpersonal skills. Is able to work with variety of people internally and externally who may have limited understanding on development processes and applicable legislation.
- *Team Player* – pitches in to ensure department's priorities are successfully met, willing to go outside scope of own tasks to get things done in own department.
- *Trouble-Shooter* - finds answers to issues and challenges. Uses a range of tools to identify and resolve workplace challenges. Able to find practical solutions based on applicable legislation.
- *Organized* - Able to allocate time and resources to prioritize focus, recognizes how individual tasks fit in with an overall picture, capacity to multi-task and work in a fast-paced work environment, attention to detail.
- *Initiative/ Adaptable* – can get a head start in the absence of direction or specific job assignments, adapts to change with a can-do attitude, ability to work independently and in a team environment.
- *Attention to Detail* – can review detailed development related drawings and documents, in a variety of formats, to obtain required information.

Education, Experience and Qualifications:

- Recognized post-secondary certificate or training as a Planning Technician, or in Urban Planning, Land use planning or similar field (e.g., GIS, Urban Planning, Architectural Technologist).
- Well-developed interpersonal and communication skills, both written and verbal.
- Intermediate knowledge of all Microsoft Office applications. Knowledge of Microsoft Word and Outlook is essential.
- Experience and understanding of technical drawings essential.
- Commitment to maintaining confidentiality and privacy of information.
- Knowledge and/or previous experience in development application review, working with Land Use/Zoning Bylaws and processing applications is an asset.