

## **JOB DESCRIPTION**



**Job Title:** Land Development Technician I  
**Direct Supervisor:** Director of Planning and Development  
**Hours:** Full-time (as per CUPE Agreement)  
**File Reference:** 07-2560-02

**Affiliation:** CUPE 374  
**Salary:** \$42.86 (2021 Rate)  
**Date Approved:** February 18, 2021

### **Position Summary**

Reporting to the Director of Planning and Development, the Land Development Technician I is responsible for a full range of development duties that primarily include the processing of subdivision applications, providing coordination of works and services associated with infrastructure assets, and assisting with the development of long range plans. The Land Development Technician I provides assistance and information to applicants and senior staff during the subdivision and land use development process.

### **Nature & Scope of Work**

1. Assists with the review of proposed subdivision and development applications with external agencies and in consideration of recommendations from senior levels of government in the review and approval process.
2. Assists with the review of subdivision and development applications to ensure applications meet legislative requirements of the *Land Title Act*, *Local Government Act*, *Strata Property Act* and all other relevant bylaws and regulations. This includes, but is not limited to, sufficiency of access (lands beyond; Crown-owned water), zoning, frontage, Development Permit requirements, natural hazards, flood plains, wildfire, drainage, environment, archaeology, interference with farming, First Nations, supply of water and other utilities.
3. Conducts site visits as required.
4. Consults with an applicant's legal representative, i.e. reviews and accepts proposed Statutory Rights of Way, Covenants, Easements and any other charges required for subdivision approval.
5. Reviews technical engineering reports (geotechnical, environmental, etc.) for acceptance and potential covenant requirements.
6. Assists with the drafting, reviewing, approval, tracking, reductions and subsequent release of Works and Services Agreements and associated financial security provided in association with subdivision projects, sewer inclusion bylaws, and off-site works and services required for building permit issuance.
7. Calculates and collects Development Cost Charges (including provisions of the Development Cost Charges Instalment Regulations), subdivision charges, and security required for subdivision and development approval.
8. Reviews BC legal precedents relating to Approving Officer decisions to ensure considerations are made with regard to the most recent case law.
9. Prepares staff reports to Council related to park land dedication requirements, Sewer Specified Area inclusion, strata title conversion, as well as on development application tracking.
10. Assists with the review of Form P documents and subsequent strata plan phases for Phased Strata Plan proposals.
11. Assists with the review of Common Facility security requirements and appropriate agreements for Phased Strata projects.
12. Assists with the coordination, monitoring and acceptance of works and services associated with infrastructure assets.
13. Reviews and provides comment and advice on Development Permit, Development Variance Permit, and Rezoning application referrals.
14. Liaises with the GIS division to track property changes for future taxation and civic addressing.
15. Liaises with other departments on subdivision and development-related enquiries.
16. Participates in pre-application meetings with property owners/developers interested in developing land.

17. Provides subdivision information to members of the public.
18. Assists with the review of road closure/exchange applications, as well as assists with park closure applications.
19. Assists with the review of construction plans and development proposals submitted for acceptance, consults with developer representative(s) on such matters and prepares follow-up notices of acceptance, correspondence, billing notices and related departmental documentation.
20. Assists in the management of consultants engaged by the District in the development of infrastructure plans and the design and construction of capital works projects.
21. Assists in the preparation, review, and revision of bylaws, policies, and procedures.
22. Responds to enquiries and provides technical advice to both internal and external clients including the public, contractors, consultants, and other government agencies.
23. Performs other related duties as required.

### Knowledge, Abilities, & Skill Requirements

1. Ability to manage assigned work projects efficiently and with limited direction.
2. Ability to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis with professionalism, integrity, tact, and diplomacy.
3. Ability to maintain confidentiality of matters as required.
4. Ability to work well under pressure and to a deadline.
5. Thorough knowledge of business and technical English, spelling, and language.
6. Thorough familiarity and proficiency with Microsoft Office, Tempest, and engineering application programs.
7. Working knowledge of adopted District document management practices.
8. Working knowledge of the operations and functions of other District departments.
9. Working knowledge of related municipal legislation, i.e. *Land Title Act*, *Local Government Act*, *Community Charter*.
10. Working knowledge of engineering practices, methods, techniques, and equipment used in municipal engineering, planning, analysis, design, construction, and operation.
11. Working knowledge of terminology, methods, techniques, practices, materials, and equipment use in road, underground infrastructure, subdivision, and site planning.
12. Working knowledge of budgeting, estimating, and costing procedures.
13. Working knowledge and skills in planning, design, and contract administration.
14. Strong written and verbal communication skills.
15. Ability to effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information and ability to present to the public and Council.
16. Excellent organizational skills.
17. Working knowledge of GIS.
18. Demonstrate proficiency in the core competencies of:
  - a) Adaptability: Willingness to be flexible in a changing environment
  - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
  - c) Effective Communication: Communicates effectively with others
  - d) Problem Solving: Recognizes and acts to resolve problems
  - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
  - f) Customer Focus: Provides excellent service to both internal and external customers

## Training & Experience Requirements

1. Current eligibility for certification by the Applied Science Technologists & Technicians of BC ideally as an Applied Science Technologist (AScT), or as a Certified Technician (CTech), or a minimum of two (2) years related experience, preferably in a local government environment specifically related to subdivision and development administration.
2. Completion of MATI School for Statutory Approving Officers is an asset.
3. Valid Class 5 BC Driver's License.

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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

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Matthew Pawlow  
Director of Planning and Development

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Date

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Norm McInnis  
Chief Administrative Officer

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Date