



JOB DESCRIPTION

Job Title: Senior Planning Technician
Reports To: Director of Planning and Development
Pay Grade: 6

Affiliation: CUPE Local 374
Hours per Week: 35
Approval Date: Nov 2, 2022

Position Summary

Reporting to the Director of Planning and Development, the Senior Planning Technician is responsible for a full range of development duties that primarily include the processing of planning reviews for building permit and business license applications, development applications and providing assistance to Planners in the preparation of long-range planning documents. The Senior Planning Technician provides assistance and information to the public, applicants and senior staff throughout the land use development process.

Nature and Scope of Work

1. Processes a full range of development applications such as development variance permits, building permit planning review, and Board of Variance applications and sign permits.
2. Assists Planners with the review of development applications, coordinates with internal and external agencies and considers recommendations from other levels of government in the review and approval process.
3. Verifies and determines accuracy of application information against District of Sooke Zoning Bylaw, Building regulations, relevant provincial legislation, municipal records, searches files for existence of encumbrances such as easements, restrictive covenants, rights of way, heritage, or archaeological restrictions relevant to the planning review.
4. Conducts site visits as required.
5. Reviews covenants to determine application requirements and notifies applicable departments.
6. Assists the public with application requirements, community planning concerns and planning, building, and subdivision related inquiries. Reviews and provides comment and advice on Development Permit, and Rezoning application referrals.
7. In consultation with the Director, prepares reports for consideration by the Committee of the Whole and Council. Liaises with other departments on subdivision and development-related inquiries.
8. Assists in the preparation, review, and revision of bylaws, policies, and procedures.
9. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, 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.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business and technical English.

6. Ability to lead by example and sometimes deal with difficult and politically sensitive situations on behalf of the department.
7. Strong conflict resolution and mediation skills.
8. Thorough familiarity and proficiency with Microsoft Office Online, GIS Application, records management application, and land management application, and the ability to learn other software systems as required.
9. Working knowledge of adopted District document management practices.
10. Working knowledge of the operations and functions of other District departments.
11. Working knowledge in fundamental planning principles, including planning theory, site planning, subdivision design, policy, and bylaw development.
12. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
13. Strong interpersonal skills, written and verbal communication skills, and time management skills.
14. Excellent organizational and public speaking skills.
15. Excellent team building skills.

Training and Experience Requirements

1. A diploma in Planning.
2. A minimum of five (5) years of diverse and progressively responsible experience in a similar position in a local government planning environment.
3. Must be able to obtain and maintain membership with the Canadian Association of Certified Planning Technicians (CACPT).
4. A valid Class 5 BC Driver's License and a current Drivers Abstract.
5. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal 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:

 Matthew Pawlow
 Director of Planning and Development

 Date

 Don Schaffer
 Interim Chief Administrative Officer

 Date