



## **JOB DESCRIPTION**

**TITLE:** PLANNING TECHNICIAN

**DEPARTMENT:** PLANNING AND DEVELOPMENT

**LEVEL:** 10

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Oct 2025**

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### **JOB SUMMARY**

Under the direction of the applicable Planning and Development Manager, the incumbent is responsible for responding to public inquiries and planning information requests, and providing support to ensure that development applications comply with applicable City bylaws, policies and guidelines, and relevant statutory requirements. The Planning Technician conducts research and technical analysis to support planning projects and public engagement initiatives, while supporting the delivery of department services in a timely, professional and customer-focused manner.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Responds to general inquiries from the public, the development community, and staff respecting planning matters, including the Zoning Bylaw, the Official Community Plan, development guidelines, and application processing.
2. Reviews basic applications for bylaw compliance such as sign permits, business licences, and other land use confirmation requests.
3. Supports Planners with technical reviews of development applications to ensure compliance with applicable City bylaws, policies and guidelines, and relevant statutory requirements.
4. Supports Planners with statutory notification for public hearings, development variance permits, temporary use permits, Board of Variance, and Agricultural Land Reserve applications in accordance with the *Local Government Act*.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Supports Planners with development application referrals and other planning initiatives and projects.
6. Assists in the review and administration of legal documents (e.g. rights-of-way, easements, covenants, and housing agreements).
7. Maintains data and databases for tracking planning inquiries and other planning data.
8. Supports Planners in reviewing permit applications, including on-site inspections, to ensure projects comply with the Zoning Bylaw and conditions set out in approved permits.
9. Supports the preparation of planning reports and bylaws as required for committees, Council, and for the public.
10. Conducts research to support planning projects, produces land use statistical information, creates graphic materials, and supports public engagement events.
11. Supports Planning and Bylaw Enforcement staff in the review of Zoning Bylaw infractions.
12. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of fundamental planning principles and legislative framework, policy development, site planning and urban design, particularly within a local government context.

Strong research and analytical skills, and the ability to interpret and evaluate development plans and specifications as well as socio-economic data.

Excellent verbal and written communication skills with a demonstrated attention to detail and the ability to prepare concise reports, correspondence, and presentations.

Strong organizational skills with a demonstrated ability to prioritize and complete assignments and meet deadlines in a time-sensitive environment.

Ability to communicate with tact, diplomacy, and discretion when handling confidential matters.

Ability to work within and contribute to a proactive team environment, and to establish and maintain respectful and effective working relationships with applicants, the public, elected officials, external agencies, and other employees.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Basic computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), database programs and desktop publishing programs (such as Adobe InDesign).

Knowledge of planning related computer applications, including Geographic Information Systems and property information systems.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Degree in urban planning, geography, architecture, landscape architecture or related discipline from a recognized educational institution.

Minimum of 1 year experience working in a municipal environment assisting in the planning function.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.