

EMPLOYMENT OPPORTUNITY

Planning Technician

Temporary Full-Time / External
Current Planning
Competition No.: 2020-004



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/EDUCATION

- Degree in Planning, or related field
- Two (2) years prior job-related experience
- Class 5 BC Driver's License

APPLICATION DETAILS

Please quote competition 2020-004 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to rdncareers@rdn.bc.ca.

Applications can also be faxed to
250-390-4163 or mailed to:
Attention: Human Resources
Main Reception, Administration Building
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

**Applications will be accepted until:
4:00 pm, on January 24, 2020**



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Temporary Full-Time Planning Technician in the Strategic and Community Development (Current Planning) Department.

Reporting to the Manager of Current Planning, the Planning Technician responds to public inquiries regarding various planning issues; gathers, analyzes and reports on land use planning criteria, technical planning information and statistical data; as well as researching and preparing technical reports, coordinating notification requirements under the *Local Government Act*, reviewing and preparing bylaw amendments, and acting as recording secretary at public meetings.

QUALIFICATIONS

Qualifications include a degree in planning, or related field, plus two (2) years prior job-related experience in a local government setting. An equivalent combination of training and experience will also be considered. In addition, applicants must possess a valid Class 5 BC Driver's License.

Other qualifications include, general knowledge of and ability to interpret bylaws, the *Local Government Act* and the *Strata Property Act*; working knowledge of site design and mapping; strong interpersonal, report writing and conflict resolution skills; comfortable speaking at public events; and being proficient in word processing and other basic computer applications.

POSITION DETAILS

This is a temporary full-time (35 Hours per week) Union Position for six (6) months, with the possibility of ending early or of extension based on the operational needs of the department. The (2020) rate of pay is \$35.26 to \$37.12 per hour, plus 12.4% in lieu of benefits including vacation and statutory holidays.

Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

Planning Technician

Strategic and Community Development (Current Planning)

JOB SUMMARY

The Planning Technician contributes to the effective operation of the Planning Department by responding to public inquiries regarding planning issues and by gathering, analyzing, and reporting on land use planning criteria, technical planning information and statistical data. This position provides support to the Planning Department to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responds to inquiries from the public, other departments, and various levels of government regarding planning bylaws, Agricultural Land Reserve (ALR), parks, and general land use issues.
- Responds to inquiries and information requests regarding applications including amendments to zoning/official community plans, development permits, development variance permits, Board of Variance, subdivisions and statistics; and provides information regarding procedures for applications.
- Analyses and prepares reports, including making recommendations to the Board, on a variety of development applications based on current zoning criteria, including development permits, development variance permits, frontage relaxations, and ALR applications.
- Researches and prepares background technical reports for official community plans and other land use issues.
- Assists planners in gathering and analyzing technical planning information, attending public meetings, report writing, researching and analyzing statistical data.
- Coordinates notification requirements as required under the *Local Government Act*.
- Assists in the review and preparation bylaw amendments.
- Monitors the completion of terms and regulations of permits and performs field inspections.
- Attends and acts as recording secretary at public meetings.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

Degree in planning or related field plus 2 years prior job-related experience in a local government setting, or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's License
- General knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act* and Strata Property Act.
- Understanding of professional responsibility and conduct.
- Working knowledge of site design and mapping.
- Technical knowledge of mapping and aerial photo interpretation.
- Proficient in word processing, spreadsheets and data base computer applications.
- Excellent written and verbal communication with an ability to produce clear and concise reports, correspondence and recommendations.
- Ability to work independently as well as a member of a team.
- Strong interpersonal communication skills, sound judgement and quick interpretation skills in dealing with the public.

Reporting Relationship

Reports to the Manager, Current Planning.