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## Planning Technician

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DEPARTMENT:	<b>Development Services</b>	STATUS:	<b>Full Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE, Local 387</b>
HOURS OF WORK:	<b>35 hours per week*</b>	SALARY:	<b>\$58,969 - \$69,433 annually</b>

***The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.***

As a Planning Technician, your responsibilities will focus on processing simple to moderately complex development applications, including preparing reports for and presenting to committees, NWDP, APC, Board of Variance, and Council. This work will include moderately complex technical and clerical work related to examining and checking plans and development applications for compliance with the Zoning Bylaw, Official Community Plan, and other relevant bylaws and policies, as well as maintaining a variety of related records. You will discuss plans, development applications, and non-conformance issues with senior staff, clarify problem areas, and make recommendations for revisions. You will provide a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements, and related policies to home owners, developers, the general public, internal departments, and external agencies. You will also conduct research, assemble background material and prepare reports on various departmental issues; compile information for inclusion in departmental reports; participate in public consultation events; and provide guidance to junior staff as required.

### **Requirements include:**

- Completion of a diploma or university degree in planning or a related discipline supplemented by technical courses related to the work plus sound related experience, preferably in a Municipal Planning Department, or an equivalent combination of training and experience.
- Knowledge of the relevant sections of the Local Government Act, Zoning Bylaw, the Official Community Plan, regulations, policies and provisions applicable to the work.
- Sound knowledge of departmental functions, objectives, policies and procedures.
- Sound knowledge of planning principles.
- Proven experience processing development applications such as Official Community Plan amendments. Rezoning, Temporary Use Permits, Development Permits, Development Variance Permit and Board of Variance applications.
- Proven experience in successfully employing contemporary service excellence principles when liaising with internal and external contacts.
- Ability to interpret moderately-complex technical information, policies and procedures and explain them to the public.
- Ability to read, understand and interpret various construction plans and specifications.
- Ability to conduct accurate and independent research in support of planning issues, using various sources and to use software applications to analyze, interpret and make recommendations based on information obtained.
- Ability to communicate effectively orally and in writing, to prepare and present concise reports, and to maintain records accurately, and consistently.
- Ability to function effectively as a team player.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Ability to effectively use the Microsoft Office Suite of products (Word, Excel, PowerPoint and Outlook). Preference for those with GIS, Tempest, and CityViews experience. Graphics software (InDesign, Illustrator, Photoshop, Picassa and Bridge, Acrobat Pro) and SmallBox experience is an asset.
- Valid BC Driver's license.

***City Hall hours of operation are Monday, 8am to 7pm, and Tuesday to Friday, 8am to 5pm.  
The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.***

***If you want to be part of a diverse organization committed to service, innovation and excellence, we want to hear from you!***

Apply by sending your resume quoting **competition #17-66, by May 12<sup>th</sup>, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.  
The City of New Westminster is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*