



Planning Technologist II (Planner II)

📁 Planning | 💰 \$ 38.20-42.44 per hour | 🕒 Hourly | 🏠 Full-time Permanent
| 🛡️ CUPE | 🌟 Attractive benefits, vacation and pension package

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time permanent position of **Planning Technologist II (Planner II)** in our Planning and Licensing team. The Planning and licensing team is responsible for ensuring that land development and use happens in line with the City's established objectives and policies. We are often the first point of contact for developers and investors in the City. We process all land development applications, including zoning and OCP amendments, development permits, variance permits and subdivisions among others. Additionally, we provide Council and other City Departments advice on land use issues and administer the City's Climate Action commitments, as well as special projects as directed.

Reporting to the Planning and Licensing Manager, the Planning Technologist II (Planner II) provides complex planning and land use support to homeowners, developers, professional consultants and other City departments. The Planning Technologist II will also review and complex process land use applications, and engage in related planning studies and research.

Key Responsibilities:

- Provides planning and land use information to homeowners, developers, professional consultants and other City departments (for example Official Community Plan designations and zoning of properties, setbacks, permitted uses of land etc.).
- Analyses, reviews and processes complex land use application made to the Planning Department, including OCP or rezoning amendments, development permits, development variance permits, temporary use permits, subdivision and other applications types as required.
- Creates PowerPoint presentations and presents land use applications and policy initiatives to the City's technical Planning Committee, various Council Advisory Committees and directly to City Council and respond to questions.
- Coordinate public consultation in synchronization with OCP amendments applications.
- Support large, City-building projects, including updates to the Official Community Plan and Zoning Bylaw.
- Develop plans, policies, and regulatory bylaw and development process updates.
- Analyze, review and process subdivision applications for review by the City's Subdivision Approving Officer.
- Assists in the coordination of legal documents pertaining to land development, including utility and access easements, covenants, road reserves and other required legal charges.
- Undertakes planning studies and research under the direction of the Planning and Licensing Manager.
- Responds to phone messages and email and in-person inquiries in a timely manner.
- Conducts site visits and inspections.
- Uses GIS and associated software to produce maps and geospatial visuals.

Required Knowledge, Abilities & Skills:

- Knowledge of good urban design planning principles and best practices.
- Necessary knowledge of City Bylaws and regulations as well as Provincial legislation, including but not limited to the Local Government Act, Community Charter, Land Title Act, Agricultural Land Commission Act, and Riparian Areas Protection Regulation.
- Knowledge of computer applications including Geographic Information Systems (ArcGIS), Microsoft Office Suite (particularly Outlook, Word, Excel and PowerPoint), Tempest Prospero, and other software.
- Ability to maintain files, records, reports and related material with detail and accuracy.
- Demonstrated ability to communicate effectively while providing outstanding customer service to the public, Council, and City staff regarding planning policy, regulations, processes and related matters.
- General ability to read, analyze and understand legal documents.
- Ability to exercise courtesy, tact, discretion, and diplomacy in exchange of information with other City employees, homeowners, contractors, developers, and members of the public.
- Ability to work effectively under pressure, managing multiple tasks and competing deadlines, while dealing with often contentious matters and difficult customers with the ability to apply conflict management skills when necessary.

Education, Training & Experience:

- A minimum of a bachelor degree in urban planning, architectural or other related field.
- Current membership or eligibility for membership with the Planning Institute of British Columbia and/or Canadian Institute of Planners member.
- Five years of practical planning experience and considerable knowledge of the rules, regulations, policies, by-laws, and legislation applicable to subdivision, OCP, zoning and land-use control; sound knowledge of functions, objectives, practices and principles applicable to municipal planning operations.
- Experience with Geographic Information Systems (GIS), map making and editing.
- Possess and maintain a valid BC Class 5 driver's license with a safe driving record.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **April 24, 2024**.

Position type: Full-time Permanent (35 hours per week)
Wage: \$38.20 - \$42.44 per hour (Pay Grade 14, CUPE)
Benefits: Attractive benefits, vacation and pension package

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