



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** DEVELOPMENT SERVICES PLANNER  
**DEPARTMENT:** DEVELOPMENT SERVICES  
**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION  
**PAY GRADE:** PAY GRADE 18  
**LAST UPDATED:** JANUARY 2020

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#### **NATURE AND SCOPE OF WORK**

This is a full-time union position under the direction of the Director of Engineering & Development Services. The position involves professional-level duties, independence and judgement, and requires advanced planning experience of high complexity and variety.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Reviews, processes and prepares recommendations for a variety of land-use and development proposals ranging in complexity.
2. Prepares detailed reports on Official Community Plan amendments, zoning amendments drafting of bylaws, and coordination of legal documents.
3. Conducts planning studies and prepares reports in support of new or updated land use regulations, policies, program initiatives and related matters.
4. Writes and presents technical reports, working papers and correspondence on planning-related matters to Council and Committee of the Whole.
5. Coordinates and reviews work of consultants as required in a project management capacity.
6. Performs technical and administrative work in the Planning Department, including answering counter and telephone inquiries.
7. Reviews building permit plans for compliance with zoning, development permit and development variance permit requirements.
8. Attends Committee Meetings and other meetings and events as required or directed.
9. When directed by the Director of Development Services, duties and responsibilities may include:
  - a. Advising Council, Committees and staff on planning-related matters;
  - b. Administering the preparation of and maintenance of the Official Community Plan and other planning documents;



- c. Administering the preparation of various land use bylaws, including the public hearings required for rezoning;
- d. Ensuring that development permits, development variance permits, OCP amendments and rezoning applications, agricultural land reserve applications, temporary commercial or industrial use permits, and other similar matters that may arise are reviewed and processed thoroughly, fairly and expeditiously and coordinated through and with other departments as necessary;
- e. Providing support to various City committees and Council.
- f. Review and approval of sign permit applications which conform with applicable bylaw requirements as associated with projects;
- g. Review of business license applications referred by the Licence Inspector;

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

1. Possession of a professional planning degree or an equivalency of skills, qualifications and abilities.
2. Membership in the Canadian Institute of Planners is required.
3. Minimum of 7-10 years of planning and land use experience (preferably in a BC municipal setting).
4. Training and/or experience in the use of recognized office computer software, and land development software.
5. Valid BC Drivers License, Class 5.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Well-versed in land use planning principles and practices.
2. Considerable knowledge of current planning tools and regulatory responsibilities, including knowledge and experience in development control, sustainability practices, energy efficiency, transportation, urban design, environmental protection, landscaping and park planning.
3. Working knowledge of the *Community Charter* and the *Local Government Act* including statutes, laws, regulations and precedents respecting land use and planning, and property development approval processes.
4. Knowledge of research and data collection methodologies.
5. Strong written and oral communication skills, public relations skills and practical problem-solving ability.
6. Strong presentation skills.
7. Ability to deliver various public engagement techniques.



8. Excellent organizational skills, the ability to prioritize work and a high attention to detail.
9. Ability to work effectively and efficiently with limited direction, as well as being able to perform well under pressure while dealing with contentious matters.
10. Demonstrate understanding and application of the following competencies:
  - a. Adaptability: Willingness to be flexible in a changing environment.
  - b. Relationship Building: Establishes and maintains respectful and cooperative working relationships (internal and external).
  - c. Effective Communication: Communicates effectively with others.
  - d. Problem Solving: Recognizes and acts to resolve problems.
  - e. Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - f. Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - g. Customer Focus: Provides excellent service to both internal and external customers.
  - h. Personal insight and rapport: demonstrate Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.

### **Working Conditions / Job Environment**

Work is primarily conducted in an office environment, although on-site visits in the field are common. The position is subject to significant pressure and challenge caused by the high demand for planning services and programs. The position requires a sound understanding of planning and community development and must have the ability to think innovatively and adapt to changing priorities. The position must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.