

Planner I

DEFINITION

The Planner I performs the full professional working level of planning in a variety of planning related fields such as urban and community planning, development planning, transportation planning, parks and recreation facility planning, heritage planning and socio-economic planning.

Employees are responsible for undertaking a variety of planning assignments requiring analysis and the generation of alternatives, recommendations and decisions as well as the development of proposed systems, policies, plans and projects. Formal presentations may be required in verbal and written form during the developmental and approval stages. The nature of the work involves the use of planning concepts, techniques and principles within applicable provincial legislation, municipal regulation, corporate policies, accepted practice, departmental instructions and quality standards.

Incumbents within this class work under the direction of a supervisor, or as a member of a project team. The products such as reports, studies and policies may be subject to review by more senior personnel.

Employees may provide guidance and advice to technical staff and less experienced (developmental) planners and technicians.

TYPICAL DUTIES *

Undertake area development and neighbourhood participation activities in relation to planning projects.

Prepares and develops proposed statutory plan amendments, community and neighbourhood planning studies, special studies consistent with approved work programs, standards and guidelines for the provision of service, park and facility plans and policy related to planning issues.

Examine development applications and plans for residential and commercial development to ensure adherence to the Provincial Planning Act, the Zoning Bylaw and related regulations.

Approves or rejects applications conforming or not conforming to the Zoning Bylaw and related regulations.

Discusses applications and plans with applicants and suggests modifications in order that the plans comply with the regulations.

Conducts inspection of buildings and properties to determine compliance with the Provincial Planning Act, Zoning Bylaw and related regulations, determines any required corrective action and follows up for enforcement.

Develops work program and project terms of reference including objectives, directions and methodologies.

Appear in court when necessary on violation investigations.

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Participate in project development; prepares and processes draft plans and studies.

Identifies and analyzes community planning problems; generates recommended solutions.

Process subdivision, redistricting, structure plan and complex development applications for approval, including identifying and recommending alternatives for the resolution of conflicts.

Provide land use planning and urban design input and advice on development permit matters for Development Planners and the Subdivision and Development Appeal Board.

Analyzes and interprets data pertaining to the formulation and maintenance of various plans as may be required. Analyzes, investigates and utilizes computer applications, information and models for land use planning purposes, identifying potential enhancements.

Make presentations to the Municipal Planning Commission, technical committees, community groups, interdepartmental committees, boards and authorities.

Surveys and analyzes existing land uses within the City and urban region to determine the type and pattern of land uses and associated development, both existing and proposed.

Evaluates existing and proposed land uses utilizing demographic, socio-economic and other factors for the purpose of preparing land use plans, proposals, policies and guidelines for future development of an area.

Performs other related tasks as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of economics, engineering, architecture and other disciplines applicable to planning and development.

Knowledge of drafting terminology and ability to read building construction plans.

Knowledge of the principles and practices of urban and regional planning

Knowledge of applicable legislation as well as regulatory requirements.

Knowledge of standard statistical techniques, quantitative analysis and research methodology.

Knowledge of computer programming, systems development and systems output report development.

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Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationship, departmentally, interdepartmentally and with the public.

Ability to provide guidance to support staff.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Bachelor's degree in Urban Planning or a degree related to the functions specific to the position and a minimum of two (2) years' related planning experience.

Opportunity Concept

Bachelor's degree in Urban Planning or a degree related to the functions specific to the position and less than two (2) years' planning experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0664		0669	
Development 1		0665		0667
Development 2		0666		0668
Grade	030	009/013	032	008/012

Last Updated: 2010-Mar
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