

## Planning Enforcement Technician

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### **DEFINITION**

The position is a specialized position with the Sustainable Development Branch, specifically Development and Zoning Services section. This is supervisory and complex, highly independent technical work performed in a variety of engineering projects or programs of moderate to considerable size and scope.

The incumbent will ensure that the planning and development requirements have been completed in accordance with the Sustainable Development's authority for approvals and legislative requirements of the Edmonton Zoning Bylaw and other applicable legislation. This is achieved by conducting inspections, providing information to internal and external customers, analyzing and determining whether breaches of legislation within the jurisdiction of this position exist, assessing risk and applying appropriate enforcement.

Supervision is exercised over a minimum of four (4) permanent subordinate Planning Technicians and administrative positions; technical advice and support may also be provided to Development Services Technicians and other permit issuers. The work is performed under the broad guidance and direction of a professional planner who generally reviews work on completion of projects. The work is not usually subject to detailed technical review, however, projects involving complex non-standard criteria or with a large financial impact may be reviewed periodically and may be subject to greater scrutiny.

Work of this class is distinguished from the Planning Technician II class by: responsibility for moderate to considerable sized projects that involve supervision; the degree of independence of operation in the daily functions of the position; and the degree of innovative, non-standard and comprehensive technical involvement. Positions in this class also exercise more responsibility to represent the department in inter-department committee meetings, review works done by consultants and the related administrative duties.

The work of this class is differentiated from that of professional Planners in that assignments involve practical application rather than theoretical design and formulation of planning practices and principles. The planning related work of this class is such that a senior planner must approve and take overall responsibility for the project or program.

### **TYPICAL DUTIES \***

Conduct filed inspections to ensure proper progress and completion of Development Permit and ensure compliance with the Edmonton Zoning Bylaw. Approve and issue Completion permits (with or without conditions) or refuse the Completion Permit.

Work with internal and external clients to obtain compliance the permits and the zoning bylaw. Investigate complaints where completion permits have not been issued or does not comply with the permit.

Prepare and present presentations to the Development Appeal Board and other stakeholders to find resolution for citizens and the City of Edmonton. Prepare reports and correspondence as required for internal and external customers.

## Planning Enforcement Technician

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Approve development permits where site visits are required and review decisions made by other Technicians; this position has the authority to revoke decisions made previously. Collaborate with various Departments regarding permit applications to ensure enforceability of permanent conditions.

Provide information to internal and external stakeholders regarding the consistent interpretation, application and enforceability of legislation.

Prepare and issue Municipal Government Act (MGA) Orders where contraventions of Zoning Bylaw, the MGA and other applicable legislation in order to gain compliance.

Decisions are made in accordance with the Zoning Bylaws, Policies and Procedures.

Conduct inspections to determine the validity of violation complaints, issue warnings, violations and recommend/issue remedy orders. Conduct physical inspection to collect information, evidence and/or fees as required.

Liaise with other City Departments and agencies to resolve issues that are multi-jurisdictional.

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

Considerable applied knowledge in the areas of planning policy, by-law preparation and application, master planning, and development response.

Ability to interpret and apply the regulations contained in the Zoning Bylaw and subdivision regulations.

Considerable ability to meet and deal effectively with the development industry, members of the public, City Counselors and Board Members.

Considerable ability to enforce regulations with consistency, impartiality and good judgment.

Exceptional ability and skills in written and oral communication, including negotiation/conflict resolution skills.

Knowledge of computer systems, databases and information gathering protocols

Knowledge of enforcement powers and authority, including investigative techniques and practices.

Ability to comprehend, interpret and apply complex regulatory and control legislation that can withstand legal and court challenges.

Ability to strictly adhere to the parameters and remedies as outlined in municipal legislation.

## Planning Enforcement Technician

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Ability to handle and resolve confrontational situations and deal effectively with sensitive issues on a continuous basis.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a two (2) year diploma in planning, engineering or architectural technology from a recognized institute of technology and leadership coursework combined with a minimum of seven (7) years of progressively responsible experience, including two (2) years of supervisory experience in work directly related to the work assignments.

Applicants must possess a valid Alberta Drivers License.

\* *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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Job Code	3231		3232	
Grade	030		032	
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