

Planning Technician III

DEFINITION

This is supervisory and complex, planning technical work involving responsibility for high level technical planning team.

Supervision is exercised over a minimum of four (4) permanent subordinate Planning Technicians performing all related technical planning functions for a complete area of activity. Work involves organizing and delegating projects or phases of projects; providing advice and guidance to subordinate staff; and maintaining area records, files and plans. At this level of work, employees may perform more administrative and supervisory functions than actual hands on planning technician work and are typically considered the expert in the assigned area of activity.

Work of this class is distinguished from the Planning Technician II class by: responsibility for moderate to considerable sized projects that involve supervision; by the increased size and scope of the unit supervised; the level of contacts; the impact of decisions; 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 the Planning Technician III classification is such that a supervisor must approve and take overall responsibility for the project or program.

TYPICAL DUTIES *

Correspond with the development industry and general public, advising on business procedures and requirements related to a variety of development applications.

Ensure that the performance of all technical work (such as maps, charts and presentation materials) and materials produced are in accordance with Council and other stakeholder specifications.

Review the competence of personnel assigned to projects to ensure that high quality levels are maintained.

Analyze technical requirements for projects and determines a course of action.

Supervise staff; participate in hiring, discipline and performance management, including evaluations, work scheduling and decisions on increments.

Make decisions on workload assignments and quality control measures, provide input to management on performance measures and reviews, interpret specifications in relation to conformance with regulations, provide technical advice, explain policy and procedures, and render decisions regarding representations of application approvals.

Conduct research, including the collection, compilation and analysis of data, questionnaire development and administration, and preparation of any associated reporting materials.

Apply advanced knowledge of computer applications in the development of complex statistical reports, specialized mapping products, and advanced presentation and communications materials.

Prepare responses to written and verbal inquiries from other civic departments, external agencies and boards, the development industry and the general public.

Work with computers, printers, plotters, dry mount presses, and other planning related equipment or technology.

Attend meetings with civic staff, external agencies and members of the general public.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of planning principles, practices, procedures and standards required to complete work assignments.

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

Ability to instruct, supervise, performance manage and evaluate the work of subordinate staff.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Ability to read and interpret development applications.

Ability to meet and deal effectively with the development industry and members of the public, including the ability to negotiate an alternative course of action, and enforce regulations with consistency, impartiality and good judgement.

Excellent communications skills including the ability to communicate verbally and in writing with clarity and accuracy.

Knowledge and ability in geospatial data collection and management methodologies and research techniques.

Ability to organize, plan and manage work and generally work independently.

Extensive knowledge of related planning computer software applications.

Extensive knowledge of regulatory, advisory and other legislative bodies and any associated policies, procedures, regulations or requirements.

Planning Technician III

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 combined with a minimum of eight (8) years of progressively responsible experience in directly related technical work.

- * *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.*

PLANNING_TECHNICIAN_III.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2265		2266	
Grade	030		032	

Originated:
Last Updated:
Previous Updates:

June 17, 2015