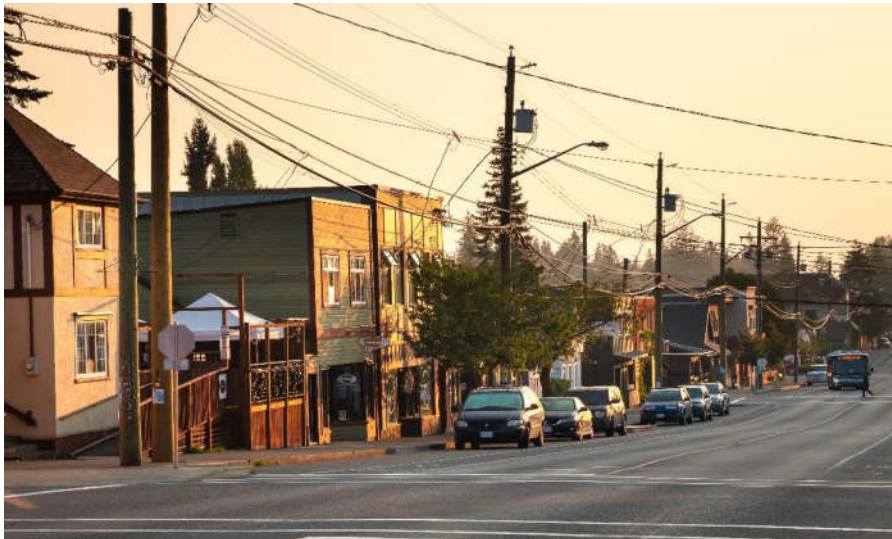


## **Planning Technician**

The Village of Cumberland is seeking a full-time, permanent Planning Technician. Reporting to the Manager of Development Services, the Planning Technician plays an integral role in the technical review and processing of planning and subdivision applications and assists in the development of planning policies, guidelines and regulations related to urban design, heritage and community development. The Planning Technician will also provide support and assistance to more senior staff in the Development Services Department.

Located in the beautiful Comox Valley on Vancouver Island, the Village of Cumberland ([cumberland.ca](http://cumberland.ca)) is a progressive municipality known for its proximity to outstanding outdoor recreation, vibrant cultural and heritage amenities, a thriving food and beverage scene, and world-class arts and music. An internationally recognized trail network, lakes, streams and mature rainforest all exist within the community, while saltwater beaches and Mount Washington Alpine Resort are a short drive away.



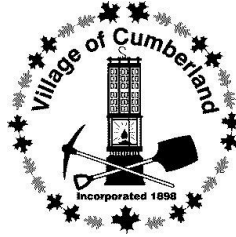
The Village of Cumberland is a progressive employer offering a competitive salary and excellent benefits in an environment that fosters a culture of empowerment, accountability, and collaboration. We are dedicated to building a diverse community, one where employees feel a sense of belonging, and are valued for the contributions and perspectives they bring to the team.

If relocating to Cumberland, the Village may be able to offer rental accommodation for the successful candidate.

This is a Union position subject to the Collective Agreement between the Village of Cumberland and CUPE Local 556. The 2024 wage rate for this position is \$39.36 and includes a full benefits package. In addition, the Village offers a flexible work policy including “flex days” and other flexible work arrangements.

For more information, please contact Courtney Simpson, Manager of Development Services at 250-336-3019. To apply for this position, forward a cover letter and your resume in confidence to [hr@cumberland.ca](mailto:hr@cumberland.ca).

Applications will be received until 4:00 pm on Friday, March 29, 2024. Applications will be reviewed as they are received, and applicants may be contacted prior to the closing date.



## **JOB DESCRIPTION**

### **PLANNING TECHNICIAN**

<b>Job Title:</b> Planning Technician	<b>Department:</b> Development Services	<b>Supervisor's Title:</b> Manager of Development Services
<b>Classification:</b> Full-time Permanent Union		<b>Date:</b> August 2023

### **POSITION SUMMARY**

Reporting to the Manager of Development Services, the Planning Technician contributes to the effective operation of the Department by playing an integral role in the technical review and processing of planning and subdivision applications of low complexity and assisting in the development of planning policies, guidelines and regulations related to urban design, heritage and community development. The Planning Technician will also provide support and assistance to more senior staff in the Development Services Department.

### **CORE COMPETENCIES REQUIRED FOR THIS ROLE**

- Independence of judgment and strong initiative
- Ability to maintain confidentiality
- Positive attitude with the ability to empathize
- Highly organized with a high degree of attention to detail
- Excellent interpersonal skills with ability to exercise diplomacy
- Skilled at multi-tasking with an ability to identify efficiencies
- Excellent written and verbal communication skills
- Ability to maintain a high level of accuracy
- Strong computer knowledge

## **KEY RESPONSIBILITIES**

### **Below is a partial list of Key Responsibilities:**

#### **Current Planning**

- Responds to inquiries of low complexity from the public about the Village's land use regulations and development application requirements.
- ☐ Provides solution-oriented customer service assistance in response to inquiries from the public, developers, applicants, consultants or other government agencies.
- ☐ Processes and reviews applications of all types and of low complexity. Acts as a file manager and provides advice and application referrals to Council advisory bodies and commissions.
- ☐ Supports the Approving Officer with subdivision file management of low complexity and application review coordination.
- ☐ Participates in a cross-departmental Development Review Team.

#### **Long Range Planning**

- ☐ Works as part of a team to assist in community consultation processes.
- ☐ Assists with the preparation, implementation and review of bylaws, guidelines and procedures.
- ☐ Conducts research projects and prepares reports.

#### **Other**

- ☐ Prepares and maintains records, statistics, reports and correspondence.
- ☐ Investigates bylaw enforcement complaints related to land use and development bylaws.
- ☐ Provides back-up for other Departmental staff, as required.
- ☐ Performs other duties, as assigned.
- ☐ Attendance at some evening and weekend meetings is required.

## **GENERAL DEPARTMENT RESPONSIBILITIES**

- ☐ Ensures compliance with all Village policies, bylaws, agreements, contracts, and external regulations.
- ☐ Provides input on modifications or improvements to policies, procedures, and practices to improve the functioning of the Department; and provides input to written work procedures as required.
- ☐ Carries out safe work practices and adheres to safety and other work-related regulations; reports unsafe and/or insecure situations that may arise from time to time; and implements emergency procedures as directed.

## **QUALIFICATION REQUIREMENTS**

We may consider a combination of experience and education for an individual that is demonstrating a sincere effort to complete a relevant post-secondary program.

### **Education:**

- ☐ Degree in urban, community or regional planning, or undergraduate degree in a related field combined with a suitable combination of training and experience.

### **Experience:**

- ☐ Some (1-2) years of progressively responsible planning experience within the last four (4) years, in community or regional planning, preferably at the local government level.

## **REQUIRED LICENCES, CERTIFICATES, AND ASSOCIATION MEMBERSHIPS:**

- ☐ Valid British Columbia Class 5 Drivers License.
- ☐ Current criminal record clearance

## **The Ideal Candidate will have:**

- ☐ Demonstrated understanding of:
  - the philosophies, principles, best practices and objectives of community and regional land use planning and design, and community sustainability.
  - relevant local government and provincial legislation and acts; statutory and regulatory requirements and responsibilities; and municipal bylaws and policies related to planning and land use in British Columbia.
  - public planning process and land use strategies.

- municipal administrative procedures and bylaws relating to plan and development approvals.
- the subdivision approvals process in British Columbia
- ☒ Excellent communication and interpersonal skills; ability to communicate with tact and discretion when responding to requests, complaints or clarifying information with the public, other staff, outside agencies and businesses.
- ☒ Ability to review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants, technical reports.
- ☒ Ability to multi-task and work effectively with deadlines.
- ☒ Proficiency in Microsoft Office programs and PDF programs such as Adobe or Bluebeam.
- ☒ Excellent judgment, problem-solving, and analytical skills; demonstrated ability to create effective action plans to identify, diagnose, analyze, and resolve related issues.
- ☒ Proven ability to adapt to changing situations and maintain composure.
- ☒ Knowledge of GIS and computerized mapping.
- ☒ Ability to review plans and apply provisions of regulations to determine compliance with such regulations and to apply regulations to field conditions.
- ☒ Group facilitation skills for use with community workshops.
- ☒ Ability to work independently or in a team environment as needed.
- ☒ Ability to attend to details while keeping big-picture goals in mind.
- ☒ In-depth knowledge of one or more planning specializations, such as heritage, social, comprehensive, or environmental planning.
- ☒ Knowledge of principles, methodology, practices of research and data collection.
- ☒ Knowledge of effective writing techniques.

### **POSITION SALARY**

The wage for this position is per Schedule A of the agreement between CUPE Local 556 and The Corporation of the Village of Cumberland.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Manager's Name                      Signature                      Date

\_\_\_\_\_  
CAO Name                              Signature                      Date

I have read and understand this job description:

\_\_\_\_\_  
Employee's Name                      Employee's Signature                      Date