



# Portugal Cove St. Philip's

Town of  
Portugal Cove-St. Philip's

## **Position Description**

## **Planning Technician**

<b><u>Position Title:</u></b>	<b>Planning Technician</b>
<b><u>Classification:</u></b>	<b>Planning Technician</b>
<b><u>Department:</u></b>	<b>Planning &amp; Development</b>
<b><u>Status:</u></b>	<b>Unionized, Maternity Leave with Possible extension</b>

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***Position Function:***

The primary function of this classification is to ensure that all development applications within the Town comply with the Town's Municipal Plan and Development Regulations, and policies, including those of other regulatory agencies.

***General Overview of Responsibilities:***

As primary responsibility, the Planning Technician will assist with the customer service functions of the Planning & Development Department including responding to questions and inquiries from the public, examining development applications, and performing site assessments to help ensure that development activity is in compliance with the Town's Municipal Plan and Development Regulations, and policies, including those of other regulatory agencies.

***Qualifications:***

The Planning Technician will have successfully completed at a minimum, a 3 year Civil Engineering Technology program, or an equivalent program of study from a recognized trade school, technical college or university. An understanding of the basic principles and practices of urban and rural planning, the National Building Code, municipal development regulations, civil engineering and other regulatory codes and expectations relating to building and development would be essential. Course work and/or experience in Civil 3d, AutoCAD, ArcGIS, municipal environment, assessment process, Town Plan/ Regulations and urban planning, would be considered major assets.

A valid Class 5 driver's license for the Province of Newfoundland and Labrador and ability to be insured (and maintaining continuity) under the Town's normal driver insurance policy is required. (clear drivers abstract)

***Knowledge, Skills, & Abilities:***

- An understanding of the National Building Code, Canadian Electrical Code, National Plumbing Code and/or how to reference these and other similar building standards.
- Knowledge of Municipal Plans, Development Regulations, Amendments and Federal/Provincial legislations that relate to land use.
- Understanding of engineering and construction drawings
- Understanding of storm water management
- Understanding of Asset Management Planning
- Skilled in the writing Tenders, RFP and PPA guidelines
- Skilled in report writing, record keeping, and research.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public.

- Ability to exercise sound judgement and discretion in decision making.
- Ability to operate basic office equipment.
- Proficient in the use of office computer software.
- Ability to quickly learn new office, planning, design, and geomatics software tools.
- Ability to read and interpret surveys, engineering drawings and plans.
- Ability to understand and follow complex written and oral instructions.

***Physical Requirements:***

- While performing the essential functions of this position, there is a frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands and fingers, and handle or feel.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, and vehicular traffic.

***Key Contacts / Relationships:***

*External:*

- Developers and residents
- Contractors
- Municipal Counterparts
- Provincial Department Contacts

*Internal:*

- All department staff up to and including the CAO
- Committees of Council

***Reporting Protocol:***

The Planning Technician shall report directly to the Director or assigned by the CAO.

***Salary and Benefits:***

The rate of pay and benefits are outlined in the current Collective Agreement.

***Duties and Responsibilities:***

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of a duty does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

*Office:*

- Respond to questions and inquiries from the public, answer telephone calls pertaining to development, and provide a variety of technical information related to land use planning and development to homeowners, contractors, outside agencies, and other professionals.

- Conveys information and responds to questions regarding the Town's development regulations and municipal by-laws, and works with staff in offering suggestions and alternatives to improve the development process.
- Review development applications for compliance with the Town's Municipal Plan and Development Regulations, and consults with other government agencies to ensure compliance.
- Meets with the proponent, and provides feedback and suggestions as to the status of the development application, and what may (or may not) be required to enable the application to be in compliance.
- Provide information and feedback as to why the application cannot proceed, and prepares a well-developed response to be presented to the proponent to outline the reasons for the denial of the application (should that be necessary).
- Prepares documents in preparation for issuance of building, development and occupancy permits.
- Assists in the review and approval process for all subdivision developments and correspondence with external engineers.
- Assists with the preparation and execution of all development and subdivision agreements undertaken by the Town.
- Prepares Planning and Development Committee agendas and reports for Council.
- Write up and review of committee meeting agendas.
- Write up of motions.

*Site Inspections/Field Work:*

- Assists Planning Staff in completing site visits and undertaking inspections to attain firsthand knowledge of proposed developments, and to put forth practical suggestions and recommendations for improvements and/or compliance with regulations.

*General:*

- Provide assistance to other departments by sharing expertise where approved by Director.
- Report problems or unexpected concerns related to completion of work directly to Director.
- Comply with all guidelines and expectations relating to a safe work environment, and ensure that the appropriate health and safety standards are followed and that all safety equipment is used in carrying out responsibilities as a Town employee.
- Report irregularities or safety concerns immediately to Director.
- Assist in training or mentoring of new employees, if assigned.
- Work cooperatively with other Town staff to meet the goals of the Town.

***Rate of pay:***

The rate of pay is outlined in the current Collective Agreement.

***To Apply:***

The deadline for applications is Wednesday, April 6<sup>th</sup>, 2022.

*Submit your resume package to:*

**Charlie Hamlyn**

Director of Public Works, Planning and Development

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