



Employment Opportunity

Position Title:	Planning Technician
Salary Classification:	Planning Technician
Department:	Planning & Development
Status:	Unionized Full Time (35 hr/wk)

The Town of Portugal Cove – St. Philip’s is seeking an outgoing and enthusiastic individual to join our team as Planning Technician to work in the Planning & Development Department.

The Town of Portugal Cove - St. Philips is an equal opportunity employer.

Qualifications

- Minimum three (3) year Civil Engineering Technology Program, or an equivalent program of study from a recognized trade school, technical college or university.
- Extensive understanding of basic principles and practices of urban and rural planning, National Building Code, municipal development regulations, civil engineering and other regulatory codes and expectations relating to building and development.
- Experience in Civil 3D, AutoCAD, ArcGIS, town planning, urban planning would be considered major assets.
- A valid Class 5 driver’s license for the province of Newfoundland and Labrador.
- Must be capable of being insured, and maintaining continuity, under the Town’s driver insurance policy and produce a clear driver’s 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 and 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.

Rate of pay:

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

To Apply:

Deadline for applications is **4:30pm, Thursday, January 23, 2025.**

Submit your resume package to:

Employee & Public Relations Administrator
 1119 Thorburn Road, Portugal Cove St. Philip's, NL A1M 1T6
 Fax: (709) 895-3780
Heather.Coughlan@pcsp.ca

If you are submitting via e-mail, please use the subject line "Employment Opportunity – Planning Technician".