

## Planning Technician I

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### **DEFINITION**

This is diversified and complex technical sub-professional planning technical support work performed within a large scale and diverse municipal land use and management Planning environment.

Work performed ranges from large-scale and complex projects as a technical support resource on a large team to relatively simple issues that require minimal involvement and minor supervision. Incumbents within this class perform a wide range of technical support functions and some positions may specialize on particular aspects or functions of planning support. Incumbents may be required to rotate through various sections of the Department, and also provide back-up support to other technical employees as required.

The working functions are generally performed under the guidance and direction of Planning Technician II's or professional Planners, however, most working functions are performed independently with minimal input and results checking. When necessary, there is considerable contact and interaction with the public, developers, staff within other departments and other related entities. Planning Technician I's perform complex technical support including research and design, analysis and interpretation of data, report compilation and audio-visual presentations, and work directly with developers and others during the performance of functions.

Some positions are required to review and approve proposed plans, renovations, and other developments within the scope of approved bylaws and regulations. There is a frequent requirement to provide technical advice and information to those seeking regulatory approvals for proposals.

Due to the technical support nature of the working environment, incumbents are required to perform computer-aided tasks such as drafting, data analysis, graphics production, and other complex functions and technical support tasks.

### **TYPICAL DUTIES \***

- Collects and compiles data, research material, and other information required by planning project end use, prepares tabulated data with required quality standards, collaborates with Planners and others to determine information needs and follows up on additional resources as required
- Conducts site visits, field surveys, photography, questionnaire development and administration
- Prepares complex maps, graphics, tables and other materials for presentation to management, Committees of Council, review committees, Subdivision & Development Appeal Boards, Advisory Committees, and various public meetings
- Operates graphics and drafting workstations, produces reports and data analysis through the skillful use of software and maintains familiarity with software and operating systems as required
- Processes and coordinates subdivision plans through the registration process, including the review of and making recommendations on line plans
- Reviews individual applications for property development and renovation, provides technical advice as well as explanations of policy and procedures, assesses and collects relevant fees and approves of applications, and provides necessary explanation to property owners in cases where compliance to bylaws are not met.
- Assists with applications to the Development Appeal Board as required.

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- Prepares responses to incoming verbal and written inquiries from departments, elected officials, Advisory Committees and Boards, and the public
- Participates as a technical support member of a team, in the timely and efficient preparation of planning reports, plans, administrative materials, and other media and organizes and schedules workloads to meet ongoing demands
- Performs related duties as required

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

- Considerable knowledge of planning terminology, practices and procedures and standards, and work methods applied within a planning environment
- Knowledge of mathematics, statistics, data collection methods and related research techniques
- Knowledge of computerized drafting, computer data gathering and analysis technique, and the ability to organize, create, modify and present effective presentations to target audiences
- Knowledge of regulatory, advisory, and other legislative bodies and their associated policies, procedures and regulations
- Ability to express ideas effectively orally or in writing
- Ability to deal effectively with clients, service providers, users, and others who use planning services and the ability to create and maintain effective working relationships with others

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a two (2) year diploma in Architectural Technology, Landscape Architectural Technology, Construction Engineering Technology or a related diploma program from a recognized Institute of Technology or Community College with appropriate specialization relative to the job posting. A minimum of two (2) years directly related experience in the area of specialization.

#### Opportunity Concept

Completion of a two (2) year diploma in Architectural Technology, Landscape Architectural Technology, Construction Engineering Technology or a related diploma program from a recognized institute of technology or Community College. Applicant(s) must possess a valid Alberta Driver's 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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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1370	2224	1371	2225
Grade	019	014	021	013
Last Updated:	2011-11 (addition of OC)			
Previous Updates:	2007-12, 2011-01			
Originated:	1998-12			