

## Planning Technician II

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### **DEFINITION**

This is diverse, complex technical work involving a variety of business processes, programs and projects ranging in size and scope from small to large and multifaceted within a municipal land use environment.

### **COMPLEXITY OF WORK**

The work performed ranges from participation as the technical resource on complex planning or development projects to the independent decision making of minor development applications. Employees in this classification focus in particular aspects of planning support or functions requiring advanced technical expertise, knowledge and experience. Incumbents may provide supervision or guidance, as well as verify the work of junior staff in respect to adherence with regulations, policies and procedures and accuracy of work performed.

Work in this classification generally involves considerable contact and interaction with the public, business and development industries, staff from other civic departments, and various regulatory agencies. In this capacity employees are expected to provide information and interpretation on City of Edmonton bylaws, regulations and policies. The work of this class may include the review and analysis of proposals/applications and negotiations with applicants. The work generally requires the employee to consider a range of options and/or variables and recommend technical solutions or render decisions based on approved bylaws, policies, or regulations.

Employees in this classification usually receive general direction from a professional planner or supervisor and are expected to work independently; exercising initiative and judgment to ensure work meets required standards for quality and is completed on schedule. The more difficult and unusual circumstances may be taken to a superior for guidance and/or resolution.

### **WORKING CONDITIONS**

Employees of this class work in a general office environment, but may be required to work outside in inclement weather to perform some job duties. Employees may also be required to work evenings and weekends as work requires.

### **SUPERVISORY RESPONSIBILITIES**

Positions performing supervisory responsibilities will be required to:

- Manage work assignments, define performance expectations, and review and approve work completed.

### **SERIES SEPARATOR**

Work in this class is distinguished from that of the Planning Technician I by both the scope and complexity of work, the impact of the decisions, the independence and judgment exercised, and the degree of supervision required. The Planning Technician II classification may include supervisory responsibilities.

In the Development Compliance area of the Planning and Development Department, the key separator between this class and the Planning Technician I classification will be the time spent on work in the areas of mature neighbourhoods and variance discretions which are outlined within the City zoning bylaws.

In the Planning and Policy areas of the Planning and Development Department, the key separator between this class and the Planning Technician I classification will be that the Planning Tech II will be required to prepare written responses to inquiries and conduct analytical work for the preparation of minor reports and the writing of these minor reports. These reports include, but are not limited to: council and council committee reports, and reports related to planning studies.

### **TYPICAL DUTIES** \*

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

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

Make decisions on applications for development permits, interpret specifications in relation to conformance with regulations, provide technical advice, explain policy and procedures; assess and collect fees and render decisions regarding conformance to bylaws and approval of applications.

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

Conduct site inspections for the purpose of data collection or to ensure compliance with bylaws and other regulations.

Analyze subdivision/development plans, develop and implement an addressing schema ensuring adherence with approved bylaws, processes and technical requirements.

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

Draft documents related to work performed in the business unit.

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, and other equipment including dry mount presses, large format scanners, etc.

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

Prepare for and attend public meetings, including transporting meeting materials to and from the meeting sites. This may include evening and week-end meetings.

Complete site inspections.

Perform related duties as required.

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

- Considerable 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 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 judgment.
- Excellent communications skills including the ability to communicate verbally and in writing with clarity and accuracy.
- Knowledge of data collections methodology and research techniques.
- Ability to organize, plan and manage work and generally work independently.
- Considerable knowledge of computer software applications.
- Considerable knowledge of regulatory, advisory, and other legislative bodies and any associated policies, procedures, regulations or requirements.

### **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 five (5) years of progressively responsible experience in work directly related to the work assignments.

Applicants must possess a valid Alberta Drivers 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	0658		2040	
Grade	027		029	
			0659 (Inactive)	
Originated:	1998-04			
Last Updated:	2008-08			
Previous Updates:	2007-06, 2006-10			