

JUNE 29, 2018



## **JOB POSTING**

The City of Grand Forks has an opening for the “**Temporary**” position of  
“**Planning & Development Technician II**”

Situated at the confluence of the Kettle and Granby Rivers in the southern interior, the City of Grand Forks showcases some of the most beautiful heritage buildings in the province. Located in the “Boundary” area of the Regional District of Kootenay Boundary, the City of Grand Forks is home to 4,000 residents, with a trading area of 8,000 people. The area offers an abundance of outdoor recreational opportunities from river rafting, hiking, and fishing in the summer, to downhill and cross-country skiing, snowmobiling, and snowshoeing in the winter. While Grand Forks is a smaller community, it is a “full service” municipality. With a view of taking the organization to the next level, the City is looking to attract a progressive and energetic planning and development technician.

Reporting to the Manager of Development and Engineering, and working closely with departmental staff, the planning technician will play an integral role in providing integrated planning and support services to enable environmental, social and economic wellbeing and sustainability in the community. Overall functions of the department include current and long-range planning, environmental protection and enhancement, development, building and bylaw services support, business licencing services, asset management and infrastructure planning, and long-range community protection planning.

Complete job description and qualifications attached.

This is a Union position, subject to all Sections of the CUPE Collective Bargaining Agreement. Rate of pay, as quoted in the current Collective Bargaining Agreement between the Corporation of the City of Grand Forks and the Canadian Union of Public Employees, Local 4728 is \$33.31 as of March 1, 2018.

Hours of Work: ***37.5 hours per week on a temporary basis for a period of 2 years***

**CLOSING DATE – 4:00 p.m., FRIDAY JULY 6TH, 2018**

To apply please submit a cover letter and resume to:

Dolores Sheets  
Manager of Development & Engineering  
Box 220  
Grand Forks, B.C.  
V0H1H0  
[dsheets@grandforks.ca](mailto:dsheets@grandforks.ca)

We sincerely thank all candidates for their interest, only those selected for an interview will be contacted.

# The Corporation of the City of Grand Forks

## JOB DESCRIPTION

### PLANNING & DEVELOPMENT TECHNICIAN II

#### SUMMARY

- Process development applications, including zoning amendments, Sustainable Community Plan (SCP) amendments, preliminary approval of subdivisions and Development Permit applications.
- Assist developers and the public with land use planning questions and applications. Assist with SCP reviews.
- Review subdivision applications and building permit applications, for compliance with the zoning, SCP and subdivision & development bylaws.
- Liaise with outside agencies for development, environmental and planning related matters.

#### DUTIES & RESPONSIBILITIES

- Process development applications, as assigned by the Manager of Development & Engineering Services. The Manager and Planning Technician II will collaborate and jointly undertake work related to a variety of development, planning and environmental issues.
- Collaborate and assist the Approving Officer with subdivision matters, including legal documents and Land Title Office registration of right of ways, road closures, development permits, building infractions, etc.
- Provide advice, information and documents to developers, the general public and fellow employees pertaining to property and land use issues and other routine questions pertaining to development services.
- Conduct research and plan surveys and write reports in support of departmental objectives.
- Maintain and update the municipal civic address and zoning maps.
- Prepare materials, maps, and presentations for public distribution and presentation, as required.
- Prepare and present information to the public, as required.
- May assist the general public with finding their property lines, using the City's metal detector, when the property owner has tried but fails to find the property pins.
- Work with various consultants, engineers, architects, etc. to address planning and development issues in support of department objectives.
- May assist in property administration matters, including the sale, purchase, lease, etc. of City owned and private properties in the City.
- Research and verification of property records, including right of ways, relating to development services applications.
- Analyze data from other departments or outside agencies.

- Prepare, distribute and process referrals to various agencies requesting their comments on zoning, subdivision, road closure application.
- Prepare and submit the necessary documentation that is required to be registered at the Land Titles Office.
- Provide notice to surrounding property owners, informing and inviting them to scheduled public hearings to hear comments and/or concerns with respect to zoning/SCP application, development variance application, proposed road closure, etc.
- Complete field and site inspections and takes photographs of property location, as it relates to an application.
- Create and update application forms, brochures, pamphlets and checklists to put on the City's website for use by developers and for the general public.
- Collaborate with the Public Works department on issues of mutual interest.
- May be required to attend Council meetings and/or public hearings in the absence of the Manager of Development & Engineering Services.
- Perform similar duties as assigned, including special projects.
- Maintain records of all permits issued and applications in progress and log information into the computer.
- Make routine field investigations to assure compliance with conditions of approval contained in approved land use permits, preliminary approval applications, conditional use permits and variance and development permits.
- Review applications to ensure that all the requirements of the zoning/SCP, subdivision & development, floodplain, strata conversions, etc. are met.
- Read and interpret blueprints, maps, planning regulations, etc., to assist other departments and/or responding to general inquiries.
- Review Business Licence and Building Permit applications for compliance with planning and bylaw regulations.
- Perform office tasks in designated program areas, including data entry, file management, copying and answering phones.
- Investigate violations of planning and building regulations and ordinances, including site visits.
- Update bylaw records as required.
- Control, maintain and issue civic addresses for all new construction, existing City wells and buildings and update the civic map.
- Perform similar duties as assigned.

## KNOWLEDGE

- Knowledge of computer hardware and software, which may include Microsoft Office, Internet and PC-based software applications.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical algebraic or geometric knowledge and ability to apply such knowledge in practical situations.

## SKILLS

- Oral communications and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the regulations and codes to determine compliance with such regulations and to apply regulations to site conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

## QUALIFICATIONS

- Engineering technology intermediate course work in development approvals, subdivision design & servicing, land use planning and introduction to surveying or equivalent from an accredited technical school
- Ability to interpret plans and drawings and sound knowledge of the principles and practices of land use planning.
- Knowledge of planning legislation, Land Titles Act, techniques and regulatory responsibilities of land use, planning legislation, techniques, applicable bylaws and regulatory powers of theory and application of planning and planning practices and ethics.
- Experience at working in municipal land departments, including background knowledge as to the statutory processes required for highway abandonment and exchange, zoning and SCP amendments, and development permit processes.
- A working knowledge of the BC Assessment Roll and verify civic address corrections and additions with the BC Assessment Authorities.
- Proficient in computer applications, including word processing and other related computer applications, such as AUTOCAD or GIS.
- High degree of tact in meeting, dealing and cooperating with the general public, other relative agencies and developers.
- Ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public.
- Good interpersonal skills using professional tact when explaining planning techniques and requirements.
- Working experience and knowledge with spread sheet, data base and word processing systems.
- Class 5 driver's license.