



The City of Grand Forks – Job Posting

Position Title: Senior Planner

Department: Development, Engineering, and Planning

Position Type: Full Time Regular

Hours of Work: 37.5 hours per week

The City of Grand Forks is looking to add a key member to their Development, Engineering, and Planning department. This is an incredible opportunity for a motivated individual to join a team in a busy municipality experiencing significant development interest and activity.

Under the general direction of the Manager of Development, Engineering and Planning, the Senior Planner is primarily responsible for undertaking all current and long-range planning projects and other planning initiatives, and supports the department in integrated asset management, infrastructure, and environmental planning.

The ideal candidate will have a minimum Bachelor's degree in planning or related discipline (human and/or physical geography, environmental science) and 7 years progressively responsible experience in planning, integrated resource management or related professions with additional training in local government administration, asset management, or other related systems.

A complete job description is available on the City's website at www.grandforks.ca

Using the subject line "Senior Planner", please submit your resume and cover letter, in confidence, to Dolores Sheets, Manager of Development, Engineering, and Planning, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H 1H0, or by e-mail: dsheets@grandforks.ca

Cover letters and detailed resumes, including references, will be accepted until 4:00 pm on Monday, September 30, 2019.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.



SENIOR PLANNER

The City of Grand Forks is looking to add a key member to their Development, Engineering, and Planning department. This is an incredible opportunity for a motivated individual to join a team in a busy municipality experiencing significant development interest and activity.

Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails, to extreme downhill biking, skiing and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
250-442-8266



Settle down.

Senior Planner

Under the general direction of the Manager of Development, Engineering and Planning, the Senior Planner is primarily responsible for undertaking all current and long-range planning projects and other planning initiatives, and supports the department in integrated asset management, infrastructure, and environmental planning. The work involves detailed research and stakeholder consultation. Includes various other duties as assigned in alignment with City bylaws, policies, departmental asset management programs, capital planning, annual budget and customer requests.

The ideal candidate will have a minimum Bachelor's degree in planning or related discipline (human and/or physical geography, environmental science) and 7 years progressively responsible experience in planning, integrated resource management or related professions with additional training in local government administration, asset management, or other related systems.

This position is part of CUPE Local 4728 and subject to all parts of the Collective Agreement. The wage rate for this position as per the Collective Agreement is \$38.80 per hour. This position will work 37.5 hours per week 8:00am to 4:00pm Monday to Friday with the possibility of the occasional weekend or evening shift.

A complete job description is attached.

Using the subject line "Senior Planner", please submit your resume and cover letter, in confidence, to Dolores Sheets, Manager of Development, Engineering and Planning: dsheets@grandforks.ca

Applications will be accepted until 4:00 pm on Monday, September 30, 2019.

Please note also that only those selected for an interview - including a skills test - will be contacted.

Job Description: **Senior Planner**

Department: **Development, Engineering & Planning Services**

Reports to: **Manager of Development, Engineering & Planning Services**

Position Overview:

Reporting to the Manager of Development and Engineering Services, the Senior Planner is primarily responsible for undertaking all current and long-range planning projects and other planning initiatives, and supports the department in integrated asset management, infrastructure, and environmental planning. The work involves detailed research and stakeholder consultation. This position is subject to all the terms and conditions of the Collective Agreement between the City of Grand Forks and CUPE Local 4728. The Senior Planner will work 37.5 hours per week as per the inside works schedule.

Duties:

The duties of the Senior Planner will include, but not be limited to the following:

- Coordinate the delivery of all aspects of current planning (i.e. zoning and official community plan amendments, development permits, development variance permits, subdivisions), including customer service, referrals, internal and external stakeholder engagement, preparation and delivery of reports for Council and Approving Officer, and filing of surveys and legal documents. The Senior Planner will work closely with the department manager and Building / Bylaw Officer in file review and approval processes.
- Coordinate the development and implementation of periodic long-range planning initiatives (i.e. Official Community Plan, Zoning Bylaw, sustainability plans, environmental management plans), including public engagement and consultation, referrals, preparation and delivery of reports for Council and Approving Officer, and supporting and liaising with external consultants, as required.
- Support the department in development, capital planning, performance measurement and asset management activities through application of GIS analysis and decision support, project management, grant writing, environmental monitoring and analysis, contract administration, and other duties as required.
- Attend to the processes of planning and land development, including:
 - attending meetings and public hearings
 - responding to planning and development inquiries
 - processing complex applications for amendments to planning bylaws and undertake other special planning projects
 - conduct site visits and field surveys as necessary
 - upon request, represent the department manager in their absence

- Support the department manager in the development of work plans and performance measurement activities for engineering, development, building / bylaw, and planning services in the City
- Provide direction to technical and clerical staff to complete planning assignments
- Other related duties as assigned

Required skills and experience

- Demonstrated responsible experience in coordination, management and development of planning documents in local government, environmental resource management, or infrastructure and asset management contexts.
- Very strong skills in data analysis, GIS/mapping, and information design; familiarity with qualitative and quantitative methods in relevant social and natural sciences and civil and environmental engineering.
- Sound knowledge of statutory requirements and best practices in short term and long-range municipal planning in British Columbia. Preference given to candidates with experience managing or participating in a variety of long term and strategic plans in a local government setting and direct experience and training with asset management.
- Very strong oral, written, digital and graphical communication skills focusing on different audiences, including stakeholder engagement, training/adult education, and decision support.
- Demonstrated ability to perform complex tasks both independently and as part of a collaborative, interdisciplinary work environment across City departments and with consultants and contractors.

Qualifications

- Member of, or eligible for, membership in Canadian Institute of Planners and Planning Institute of British Columbia. If not yet a professional planner, evidence of continued professional development and education in related fields and eligible for planning designation within one year.
- Master's degree in planning or related discipline (human and/or physical geography, environmental science) and 5 years progressively responsible experience in planning, integrated resource management or related professions;
or
- Bachelor's degree in planning or related discipline (human and/or physical geography, environmental science) and 7 years progressively responsible experience in planning, integrated resource management or related professions
- Valid class 5 drivers license.