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| DEPARTMENT: | Climate Action, Planning & Development (CAPD) | STATUS: | Full Time |
| NO. OF POSITIONS: | One | UNION: | CUPE, Local 387 |
| HOURS OF WORK: | 35 hours per week | SALARY: | \$63,845 – \$75,168 annually (2021 rates) + comprehensive benefits package |

The Climate Action, Planning & Development department is looking for an enthusiastic Planning Technician, whose responsibilities will focus on processing simple to moderately complex development applications, including preparing reports for and presenting to committees and Council. You will perform moderately complex technical and clerical work related to examining and checking plans and development applications for compliance with the Zoning Bylaw, Official Community Plan, and other relevant bylaws and policies; maintain a variety of related record and discuss plans, applications, and non-conformance issues with senior staff, clarify problem areas, and make recommendations for revisions. The Planning Technician provides a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements, and related policies to home owners, developers, the general public, internal departments, and external agencies; conducts research, assembles background material and prepares reports on various departmental issues; compiles information for inclusion in departmental reports; and participates in public consultation events.

If you have the following characteristics and qualifications, we want to hear from you!

- Completion of a diploma in planning or a related discipline supplemented by technical courses related to the work plus sound related experience, preferably in a Municipal Planning Department, or an equivalent combination of training and experience.
- Sound knowledge of Zoning Bylaws, the Official Community Plans, regulations, policies, planning principles, and provisions applicable to the work.
- Proven experience in successfully employing contemporary service excellence principles when liaising with internal and external contacts and ability to establish and maintain effective working relationships.
- Ability to read, understand and interpret various construction plans, specifications and technical information, policies and procedures.
- Ability to communicate effectively and concisely both orally and in writing, including: technical requirements, processes and procedures; as well as preparing staff reports, correspondence, and responses to inquiries.
- Ability to explain and apply procedures and to assist various contacts on matters related to the work.
- Ability to work independently with minimal supervision and effectively as part of an integrated team.
- Ability to conduct accurate and independent research in support of planning issues, using various sources and software applications to analyze, interpret and make recommendations based on information obtained.
- Ability to maintain records using working knowledge of permitting and file management methods and tools (EDMS and Tempest) applicable to municipal planning work.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Skill in the use of MS Office software (MS Word, MS Excel, MS PowerPoint).

Apply by sending your **cover letter and resume in one document** quoting the competition number, by September 27, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-161**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.