

JOB DESCRIPTION

POSITION TITLE:	PLANNER
DESIGNATED SUPERVISOR:	Manager of Development & Planning
DEPARTMENT:	Community Development

SUMMARY OF FUNCTIONS:

Under the general direction of the Manager of Development & Planning, the Planner assists in or undertakes a range of planning activities, including: research for and preparation, production, and analysis of planning and development related studies, plans, policies, and statistical information; prepares and reviews Municipal Plan and Development Regulations amendments; processes development applications; offers advice and assistance to government authorities and the public on related matters; and updates the planning library.

MAJOR DUTIES & RESPONSIBILITIES:

- Administer and monitor the development application process, including application compliance with the Municipal Plan, Development Regulations, and comprehensive development scheme policies; review and comment on submitted plans and information; refer applications to appropriate internal departments and external authorities; and, upon receipt of referral commentary, prepare reports, make recommendations regarding the application and draft development permits.
- Research and prepare amendments to the St. John's Urban Regional Plan, the Mount Pearl Municipal Plan, and the Mount Pearl Development Regulations.
- Consult with, advise, and assist City departments, government authorities, agencies, applicants, and the public on matters relating to the Urban and Rural Planning Act; St. John's Urban Region Regional Plan; City of Mount Pearl Municipal Plan; comprehensive development schemes, and the Development Regulations.
- Research, prepare, collaborate and/or analyze planning and development related studies, plans, policies, bulletins, reports, maps, graphics and statistical information.
- Prepare and provide information, reports, and public notices relating to zoning, land use, amendments, applications, as well as planning and development matters.
- Conduct general, site specific and landscaping inspections.
- Identify unauthorized development throughout the City's municipal planning area and advise on appropriate action.
- Compile information regarding cases for prosecution or appeals, attend court or hearings and present evidence connected with the enforcement of pertinent regulations.
- Attend meetings, briefing sessions, or hearings related to development, land use, amendment, and development applications as required.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

NOTE:

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

QUALIFICATIONS:

Thorough experience in municipal planning supplemented by graduation from a post-secondary institution with a degree in planning or a related field with eligibility for registration with the Canadian Institute of Planners; or sufficient qualifications as determined by assessment. Course work in cartography, urban design, statistics, urban geography, sociology and economics would be an asset.

- Thorough knowledge of municipal standards and regulations and a familiarity with the National Building Code of Canada.
- Knowledge of applicable planning legislation and the regulatory process as it pertains to planning, zoning, and the development application processes.
- Knowledge of the organization, procedures, functions and objectives of the municipal environment.
- Knowledge of relevant mapping and planning software and Microsoft Office suite.
- Knowledge of research methods and techniques.
- Ability to deal with members of the public in a responsible and professional manner.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to organize and coordinate statistical, cartographic, and design-oriented work related to planning and development matters.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to communicate effectively with members of the public in a responsible and professional manner, individually or in a group setting.
- Ability to contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.
- Possession of a valid driver's license for the Province of Newfoundland & Labrador and ability to be insured and continue under the City's normal insurance policy.



Chief Administrative Officer

June 1, 2018