



<b>Job Title:</b>	Community Planner		
<b>Division:</b>	Development Services Division		
<b>Department:</b>	Planning & Buildings		
<b>Section:</b>	Planning	<b>Affiliation:</b>	CUPE
<b>Reports To:</b>	Chief Planner	<b>Status:</b>	Permanent
<b>Job Class:</b>	Community Planner	<b>Level Cap:</b>	3

**PURPOSE OF POSITION**

To lead, facilitate and manage change in Brandon by preparing, managing and implementing plans, strategies and frameworks and processing development applications.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- Receives, reviews and renders decisions on all development permit applications, in conformance with the Development Plan and municipal zoning by-laws and other relevant agreements and documents;
- Processes applications to amend the Development Plan and municipal zoning by-laws, including subdivision, conditional uses and variation order applications;
- Ensures that all new development and the establishment of new uses related to land and buildings have received the required approvals;
- Issues zoning memoranda;
- Provides information and advice to the development community and the public on matters dealing with the development of land;
- Conducts site visits as required;
- Ensures procedures established for the processing of development applications are adhered to;
- Attends and provides advice to the City Planning Commission; Liaises with other municipal and provincial departments and agencies in the processing and review of development applications and proposed developments;
- Prepares monthly and annual reports on development activities and any other reports as required by the Department;
- Manages long range planning projects and initiatives, including zoning by-law amendments, secondary plans, and implementation strategies.
- Conducts policy research and drafts policy that is relevant to the local context.
- Assists the Chief Planner with special projects;
- Designs, implements and facilitates public engagement programs, including open houses, meetings and workshops;
- Assume the responsibilities of the Planning Technician as required;
- May be required to provide a private vehicle.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **POSITION QUALIFICATIONS**

### **SKILLS**

- Proficient team building, communication, and problem solving skills;
- Demonstrates initiative to independently plan, organize, and prioritize workload;
- Demonstrates proficiency in land and infrastructure development;
- Interpersonal skills in developing and maintaining ongoing working relationships with City departments, outside agencies, consultants and the public;
- Information gathering skills used in knowing how to find and identify essential information and be able to make timely decisions based upon operating procedures;
- Proficient use of computer equipment, with particular emphasis on Microsoft Office;
- Establishes an efficient and smooth execution of work flow to ensure timely delivery of projects;
- Proficient at conflict resolution to ensure delivery of projects.

### **KNOWLEDGE**

- Knowledge of provincial legislation relating to land use planning and development applications.
- Knowledge of the practices of municipal government in the regulation and enforcement of land use and development.
- Knowledge of City protocol used to manage situations effectively in all areas of the organization.
- Familiarity with components of subdivision design and approval;
- Familiarity with general civil engineering (transportation, drainage, water, wastewater) concepts and principles;
- Knowledge of land use planning principles (economic, social, cultural, environmental)
- An understanding of the development approval process;

### **ABILITIES**

- Ability to effectively communicate with people by relating to and being able to deal with their issues and concerns in a diplomatic and tactful manner;
- Ability to exercise a high degree of independent action and make decisions in an accurate and consistent manner;
- Demonstrated ability to read site plans, landscape plans and building elevation drawings, land titles documentation and aerial photos;
- Ability to interpret by-laws and convey this information to others associated with the work;
- Willingness to participate in training and self development programs;
- Ability to hold and maintain a valid Class 5 Province of Manitoba driver's licence.

### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., or Mature High School Diploma;
- Degree in Planning from an accredited university as outlined by the Professional Standards Board (PSB) for the Planning profession in Canada or approval through the prior learning assessment route as outlined by the PSB;

**PREFERRED QUALIFICATIONS & EXPERIENCE**

- Three years’ experience in development control;
- Experience in a government setting;
- Certification as a Registered Professional Planner;
- An equivalent combination of experience and education shall be considered.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

**WORK CONDITIONS**

**PSYCHOLOGICAL/STRESS CONDITIONS**

The Community Planner’s work load and environment should not affect employee emotional or stress levels.

- Interruptions and requests in multiple areas (daily);
- Participation in group decision making and projects (daily);
- Dealing with conflict (occasionally);
- Evening and lunch meetings (occasionally);

**PHYSICAL CONDITIONS**

The duties of the Community Planner are carried out in an office environment.

- Sits at a desk using keyboard and office equipment (daily);
- Uses hands, arms, shoulders at various counter heights (daily);
- Required to operate a motor vehicle (occasionally).

**WORK ENVIRONMENT**

- Self-motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees (daily);
- May be necessary to travel throughout the City and visit various facilities (occasionally);
- Is responsible to the Chief Planner.

**Department Head:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_