

Job Class Profile: Planner II**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	5	4	4	4	2	3	
Points	280	67	13	24	120	87	83	43	32	749

JOB SUMMARY

The Planner II performs professional planning work in urban development/redevelopment, development control, and urban and regional planning studies and designs.

Key and Periodic Activities

- Prepares outlines of required data and supervises the collection and analysis; prepares background studies, plans, and projections for land use, zoning, land subdivision, streets, drainage, sewer, parking, schools, parks, capital improvement, and related purposes.
- Prepares Municipal Plans, Local Area Plans, and development regulations. Liaises with Government Departments, Municipal Councils, and the public concerning plan preparation, implementation, interpretation and administration.
- Prepares maps, reports, and correspondence on zoning, land subdivision, and related planning matters.
- Prepares designs for subdivisions, considering such factors as topography, soils, and public utilities and services required.
- Prepares and supervises preparation of display maps, charts, exhibits, and other graphic aids.
- Administers aerial topographic mapping work of Department.
- Assists local councils, municipal administrators, and members of the general public in interpretation of legislation and municipal planning framework through in person meetings, email and correspondence and by telephone contact as applicable.
- Utilizes geographic information systems (GIS), global positioning systems (GPS) and other resource related computer software for mapping, data capture and management.

SKILL**Knowledge****General and Specific Knowledge:**

- GIS and spreadsheet applications software
- Planning principles and practices and land use planning
- Applicable provincial legislation

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Planning and eligibility for registration with the Canadian Institute of Planners (CIP)

Years of Experience:

- Minimum: 2 - 3 years

Competencies:

- Computer skills

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine information and gaining the cooperation of others to complete work tasks and find solutions is used when liaising with staff/officials of government departments, municipal councils and the general public concerning plan preparation, implementation, interpretation and administration.
- Communications occur with employees within the immediate work area, department and outside the organization including supervisors/managers, other government representatives and members of the general public.
- Most significant contacts are with supervisors/managers (to develop work assignments); Municipal, Provincial or Federal Government representatives (to obtain/provide information for the preparation of plans); and peers in the department (to collaborate on work projects).

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue requiring periods of rest.
- Lifting or moving equipment and supplies is occasionally required when visiting sites which also requires walking and climbing over rough terrain.
- The use of fine finger/precision when using a computer to analyze data, prepare plans, compile reports and write correspondence is required.

Concentration

- **Visual concentration or alertness** is required while analyzing and interpreting hard copy and digital maps and reading, reviewing and preparing detailed reports on the computer and operating motorized equipment.
- **Auditory concentration** is required when liaising with provincial and municipal government representatives and the general public regarding urban/regional development plans and to provide interpretation of legislation and municipal planning frameworks.
- **Repetition requiring alertness** occurs when reviewing documents, analyzing data, and compiling reports.
- There are occasional **time pressures and interruptions** such as responding to requests for information, completing field work during a short season and in adverse weather conditions.
- **Eye/hand coordination** is required to prepare detailed reports on the computer and to utilize geographic information systems (GIS) and global positioning systems (GPS).
- **Exact results and precision** are required during the analysis of data and preparations of studies, plans and projections for land use, zoning and related purposes.

Complexity

- Tasks range from repetitive/well-defined to different and unrelated. Typically, however, activities allow for the use of similar skills and knowledge.
- Work is typically performed within defined and standard work processes, have obvious or limited solutions and/or can be addressed by following procedures or guidelines. Work involves developing specific base data, preparing planning designs, administering planning programs or enforcing planning provisions and may also involve participating in the technical aspects of other phases of the planning program.
- Work tasks and activities sometimes require interpretation of applicable legislation and municipal planning frameworks.
- Legislation, departmental policy manuals, planning manuals, specialized staff (legal, professional) and supervisor/management are used as references or resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Work assignments are developed in conjunction with the supervisor and are reviewed through consultation, reports and results achieved.
- Must exercise discretion and judgement when dealing with municipal and provincial officials and the general public on land use, zoning, land development issues and enforcement.

Impact

- Results are directly felt within the immediate work area, department, with some impact outside the organization by clients, municipalities and the general public. Municipal plans, development proposals, Crown Land applications and decisions related thereto could be impacted.
- Results can directly impact processes and systems, information, finances and corporate image.
- Most severe impact of errors would be felt on processes and systems, finances, information, other government departments, material resources and corporate image.
- Errors could result in litigation, developments not proceeding, misinformation released and loss of credibility by the department.
- Work activities, however, are reviewed by the supervisor, therefore mitigating the impact of errors and the overall impact outside of the organization.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Development and leadership responsibilities include providing on-the-job advice/guidance, direction to other staff involved with the preparation of display maps, charts, exhibits and other graphic aids.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or precautions such as personal protection equipment are required when visiting sites and operating motorized equipment.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all health and safety regulations are followed.
- Occasionally exposed to wet or slippery surfaces, isolation, vibration, noise, travel, adverse weather conditions and physical dangers.