

Job Class Profile: Planning Technician II**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	3	5	3	3	3	1	2	
Points	187	50	19	24	90	65	62	21	21	539

JOB SUMMARY

Planning Technician II performs technical and administrative work in support of the municipal planning program and processes.

Key and Periodic Activities

- Provides mapping services either through paper or electronic means to support department programs including interpretation of planning and land use issues; prepares base maps and/or thematic maps for planning projects by using government data sets or creating new data sets.
- Reviews Crown Land and Quarry applications to ensure compliance with legally binding plans and regulations in effect under the Urban and Rural Planning Act or other policy controls, such as Community Infill Limits.
- Develops and enforces standards for municipal plans digital maps. Archives and maintains spreadsheets of received digital data. Distributes digital and paper maps for use by staff, public and consultants.
- Prepares written descriptions of municipal boundaries and municipal planning area boundaries for orders.
- Responds to request from the Public for various maps, information and interpretation of Regulations and Plans.
- Updates information to the Municipal Information Management System (MIMS).
- Develops procedures for the conversion of paper maps to digital format.

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

- GIS and spreadsheet applications software
- Geomatics and digital cartographic processes.

Formal Education and/or Certification(s):

- Minimum: Diploma in Geomatics, Geographic Information Systems

Years of Experience:

- Minimum: 4-5 years

Competencies:

- Computer skills including digital mapping

Interpersonal Skills

- A range of interpersonal skills are used including listening to receive information, instructions and obtain guidance, asking questions to gain information for work processes, providing routine information and direction to others, communicating complex or specialized information to others regarding GIS and regulations and deals with upset or angry people related to Crown lands applications or municipal planning issues.
- Communications occur with co-workers/employees in the immediate work unit and peers in the Department to share ideas, and collaborate on work processes and immediate supervisor/manager for guidance and instructions as well as contact with the general public, students, professional advisors, consultants, municipalities and other clients to provide information, interpretation and maps.
- Most significant contacts are with supervisor/manager, co-workers and members of the general public requesting maps and information.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue requiring periods of rest.
- Occasionally lifts, moves and installs large format paper rolls and handles large rolled maps weighing between 10-25 lbs.
- Requires fine finger precision work when using computer mouse and keyboard to perform digital mapping and related work.
- Constantly sitting at a computer for long periods and changing focus from paper maps to computer screen while using two screens/monitors causes eye strain.

Concentration

- **Visual concentration or alertness** is required while preparing maps, determining exact locations of boundaries, and updating spreadsheets, digitizing features and constructing layers.
- **Auditory concentration** is required to respond to public requests.
- **Repetition requiring alertness** is required during mapping related tasks to verify that every small detail is correct and accurate.
- Occasional **time pressures and interruptions** occur in the completion of work duties.
- **Eye/hand coordination and exact results/precision work** is required while preparing maps, determining exact locations of boundaries, and updating spreadsheets, digitizing features and constructing layers.

Complexity

- Tasks are repetitive/well defined or different but related and allow for the use of similar skills and knowledge.
- Typically, work is performed with defined and standard work processes, have obvious or

limited solutions and/or can be addressed by following procedures or guidelines. The most typical issues to solve are highly technical in regard to the use of GIS software. Most issues involve identifying how to get software to solve a problem and how to use the tool most effectively.

- Manuals, user guides, acts and regulations, online resources and specialized staff are available as references or resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled.
- Daily and regular activities are carried out with a moderate level of autonomy. Discretion is exercised within predetermined limits and procedures.
- Independent discretion and judgement are exercised regarding map quality and creation and decisions regarding crown lands and quarry applications.

Impact

- Work results are directly felt within the immediate work area, department and within the organization since the technical and administrative work performed is in support of the municipal planning program.
- Work results directly impact equipment and information: quality and accuracy of geographic and digital information and the computer equipment used to collect and manage it.
- Consequences of errors could be felt on information, other government departments, crown assets and corporate image. Municipal plans could be incorrect; maps provided to the public could be incorrect.
- Errors are typically identified and resolved within hours of identification.
- Errors are mitigated through the review of work by supervisor and the structured nature of work.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May assist with the orientation of new staff.
- Provides mentoring to work term students in the operation of computer based mapping software.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require safety equipment or precautions.
- The likelihood of minor injury or illness is limited.
- Works in an open office environment, exposed to glare from computer screens, unusual or distracting noise and a lack of privacy.