

**“This document is available in alternate format upon request.”**

## **PLANNER 1 and 2**

### **GENERAL**

This is responsible professional planning work requiring a good knowledge of the field of planning activity in which the employee is engaged. Assignments are received from senior planners who provide direction on new or complex work and make final decisions on major issues.

Under general supervision, the incumbent may function as a branch resource person in an area of specialization, undertaking studies on an individual basis or as part of a team. The work at this level involves assisting local governments in identifying and establishing co-ordinated land use policies.

The Planner 1 is the recruitment, training and initial working level. As sufficient competence and experience is achieved, the employee may be promoted to the 2 level.

### **TYPICAL DUTIES**

Undertakes liaison work with municipal councils, planning commissions and the public.

Assists communities in implementing co-ordinated land-use policies, through the design, development and comprehensive plans, zoning, subdivisions, recreation plans and other related planning studies.

Participates in research programs at the provincial program level, advising the senior planners on new activities and methods in related planning areas.

Consults with and advises municipal councils, the public, municipal or provincial officials and public bodies. Appearances before administrative tribunals may be required.

Prepares study sketches, subdivision designs and proposals on zoning problems.

Participates in planning studies and data analysis in the development of plans for community facilities, areas and projects.

Performs other duties as assigned.

# **QUALIFICATIONS**

## **Knowledge, Abilities and Skills**

Technical background and working knowledge of modern planning methods.

Ability to initiate ideas, make sound and independent judgments.

Ability to communicate effectively.

Ability to recognize the needs and concerns of communities and to maintain constructive relationships in dealing with them.

Ability to establish and maintain effective public relations.

Ability to meet, consult with, and deal in confidence with municipal officials and the public.

## **Education, Training and Experience**

Degree in Planning, Engineering, Environmental Studies, Geography, or graduation from a recognized university with a degree in subjects pertinent to the particular area of planning concerned, or a combination of sufficient education and experience in a planning discipline.

The Planner 2 requires several years of increasingly responsible experience and must be eligible for provisional membership in the Canadian Institute of Planners.

## **Physical Standards**

Physically capable of performing the duties assigned.

## **PLANNER 3**

### **GENERAL**

This is the advanced working level of professional planning. Employees in this class will function as a senior research planner in a provincial program area or as a senior liaison planner in the municipal program section. The incumbents work under minimal supervision and are responsible for planning and organizing their work and also the work of Planners 1 and 2. This level is differentiated from the Planner 2 level in that the incumbents function as senior planners undertaking the most complex assignments and frequently assuming project supervision over Planners 1 and 2.

### **TYPICAL DUTIES**

May supervise Planners 1 and 2 within a provincial or municipal program area.

Liaises with Councils, Planning Commissions and the public as an urban or rural liaison planner under the municipal program.

Assists communities in implementing their land use policies, through the review and preparation of development plans, zoning, subdivision, recreation plans and other related planning studies.

May specialize in an area such as recreation, design, subdivision approvals, planning schemes or special projects participating in research programs at the provincial program level, and advising or developing improved methods and new activities in related planning areas.

Consults with and advises Municipal Council, the public, municipal and/or provincial officials, public bodies.

Appearances before administrative tribunals may be required.

Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Technical background working knowledge of modern planning methods.

Ability to initiate ideas, make sound and independent judgments.

Ability to communicate effectively.

Ability to recognize the needs and concerns of communities and to maintain constructive relationships in dealing with them.

Ability to establish and maintain effective public relations.

Ability to meet, consult with and deal in confidence with municipal officials.

Possess leadership qualities.

### **Education, Training and Experience**

Degree in Planning, Engineering, Environmental Studies, Geography, or graduation from a recognized university with a degree in subjects pertinent to the particular area of planning concerned, or a combination of sufficient education and experience in a planning discipline.

Several years of increasingly responsible experience.

Eligibility for membership in Canadian Institute of Planners.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **PLANNER 5**

## **GENERAL**

This is responsible professional and supervisory planning work where incumbents function as District Supervisors responsible for the operation of field offices OR head a major section of the Planning Branch and are responsible for the programming and operation of that section. In addition, the incumbents may serve as a senior specialist in a particular section of the planning field providing professional advice and an advanced level of expertise to the government service. The Planner 5 level is distinguished from the Planner 3 level in that incumbents must supervise employees classified at the Planner 1, 2 and 3 level in performing the duties as outlined above.

## **TYPICAL DUTIES**

Supervises and manages a branch responsible for providing planning services to a major region of the province OR a major resource section dealing with specialized areas of planning.

Supervises and directs staff on general work assignments and special projects.

Formulates recommendations on program changes and budgeting.

Participates on inter-departmental committees.

Liaises with municipal councils, planning commissions and the public. This may include appearances before public administrative tribunals.

Undertakes extensive liaison work with councils, planning commissions and the public.

Provides policy advice related to provincial or municipal planning programs, projects or activities.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Technical background and working knowledge of modern planning methods.

Ability to initiate ideas, make sound and independent judgments.

Ability to communicate effectively.

Ability to recognize the needs and concerns of communities and to maintain constructive relationships in dealing with them.

Ability to provide leadership and to help train and supervise staff.

### **Education, Training and Experience**

Degree in Planning, Engineering, Environmental Studies, Geography, or graduation from a recognized university with a degree in subjects pertinent to the particular area of planning concerned with a combination of sufficient education and experience of a supervisory nature in the Planning field.

Eligibility for membership in Canadian Institute of Planners.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **PLANNER 6**

## **GENERAL**

This is a senior administrative and managerial classification responsible for supervising, organizing, co-ordinating and directing provincial and municipal planning programs.

## **TYPICAL DUTIES**

Manages the operations of the Planning Branch.

Reviews and evaluates the branch programs and activities in order that a high professional standard of planning service is maintained.

Evaluates existing methods and procedures to ensure conformity with standards and objectives.

Responsible for the administration of the provincial and municipal planning programs, and is accountable for head office and branch planning office administration and operations.

Responsible for manpower planning and staffing in all planning districts.

Responsible for the administration of professional and technical assignments to meet requirements of provincial and municipal planning programs.

Responsible for the operation of branch in absence of Director.

Participates in policy formulation for branch.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to plan, co-ordinate and administer planning policies and programs.

Extensive knowledge of departmental policy as well as a working knowledge of other government departments.

Ability to communicate effectively.

Ability to provide leadership and give direction to professional staff.

Understanding of the relationship between local and provincial government.

### **Education, Training and Experience**

Undergraduate or Master's Degree in Planning, degree in Engineering, Environmental Studies, Geography, or graduation from a recognized university with a degree in subjects pertinent to the areas of planning concerned, or a combination of sufficient education and experience in the planning field.

Minimum of five years' extensive experience in a senior planning capacity.

Eligibility for membership in the Canadian Institute of Planners.

### **Physical Standards**

Physically capable of performing the duties assigned.