

**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

**Position Name:** Development Technician **Date Created:** April 30, 2012

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**Classification:** CUPE, Schedule B **Date of Last revision:**

Development Technician (casual)

**Weekly hours:** Up to 35 hours per week

**Schedule of hours:** Monday to Friday, varied, normally between 8:00 am to 4:30 pm

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**Approval:**

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Chief Administrative Officer

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Supervisor

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**Nature of Work:**

Under the general direction of the Chief Administrative Officer/Approving Officer, the position performs a variety of general and specific skilled duties at the experienced technical level for all land development within the municipality. Work is performed under minimal supervision and can be varied and complex in nature. Independent initiative and judgment is required.

**Duties and Responsibilities include:**

- a) Review and process land-use development applications (subdivision, building, development permits, signage, development variance permits, zoning and OCP bylaw amendments)
- b) Manage the District's land held for resale
- c) Maintain GIS system – organizing and maintaining data and maps as needed
- d) Maintain infrastructure maps
- e) Maintain and organize property files
- f) Inspect activities related to municipal bylaws, engineering, services and infrastructure
- g) Respond to public inquiries regarding land use issues
- h) Prepare reports, maps, graphic materials, plans, specifications, field surveys, and other information documents
- i) Supervise the work of the Building Inspector and the Office Clerk that provides support to the function
- j) Manage projects – such as development of a parks and trail plan, or upgrades to municipal campground
- k) Other relevant and related duties will be incorporated into the position description as they are identified

**Qualifications, Experience and Requirements:**

- a) A Registered Engineering Technologist or Planner, or relevant post secondary education and experience equivalent
- b) Knowledge and experience with municipal engineering design principles and practices
- c) Grade 12 Diploma
- d) Valid Class 5 BC driver's license
- e) Proficient with computers, AutoCAD, AutoCAD Map, WaterCAD, GIS and all aspects of MS Office.
- f) Five-years direct relevant experience in a local government environment;
  - Engineering and planning review and approval of subdivision applications, building permits, development permits, development variance permits, rezoning and OCP bylaw amendments
  - Extensive knowledge and experience with land use and building regulation
  - Managing projects in a local government environment
- g) Effective negotiation skills - ability to collaborate with partners in achieving successes
- h) Ability to work independently
- i) Ability to work and accomplish tasks and assignments with minimal supervision
- j) Ability to communicate effectively, both written and orally
- k) Ability to generate and verify accurate data
- l) Ability to maintain confidentiality
- m) Ability to exercise courtesy and tact when dealing with both the public and staff
- n) Must be able to organize work to meet deadlines