

## **ENVIRONMENTAL PLANNER**

### 1. Nature and Scope of Work

This is technical work at the professional level of a regulatory and inspectional nature involving the review and evaluation of development applications from an environmental perspective and the development and implementation of environmental plans, programs and initiatives. An incumbent prepares and drafts environmental objectives, policies, procedures, bylaws and regulations based on research and legislative requirements; prepares planning and policy reports for senior staff and Council; coordinates the processing and approval of applications through regulatory agencies; assists on relevant bylaw enforcement matters; assesses information of significant environmental impact and identifies issues for community initiatives; performs site inspections for development projects; and participates in relevant environmental review and research. An incumbent also directs, coordinates and participates in activities carried out by staff and/or consultants and may assign, check and coordinate the work of staff assigned to specific projects. Considerable independence of action and judgment is exercised, referring complex problems or policy matters to a superior who reviews work performance in terms of achievement of desired objectives.

### 2. Illustrative Examples of Work

Coordinates, develops and implements the City's environmental programs regarding such matters as climate change, environmental management, ecological issues and air and water quality; prepares and drafts new or revised environmental objectives, policies, procedures, bylaws and regulations based on research and legislative requirements; and prepares planning and policy reports for senior staff and Council.

Performs environmental review of development applications; reviews environmental permit applications for trees, soils, erosion control, hillsides and watercourse management and provides review summaries and recommendations to assist senior staff; and supports monitoring for City initiated works as required by regulatory agencies.

Assists bylaw enforcement staff on enforcement measures; and assesses information of significant environmental impact and identifies issues for community initiatives.

Performs site inspections of municipal or private development projects with regards to environmental requirements of approved development applications and construction plans; and participates in review and research for stormwater management, erosion and sediment control, soil quality, watercourse and riparian habitat protection, invasive species and species at risk.

Represents the City as an alternate at intergovernmental forums and workshops on environmental issues requiring professional advice and input.

Participates in the response to environmental emergencies, as required; participates in debriefing meetings and prepares reports documenting incidents; and liaises with senior environmental agencies, in collaboration with municipal operations staff, regarding response and investigation of environmental incidents.

Establishes and liaises with a variety of internal and external contacts such as municipal staff, other government agencies, property owners, the public, environmental community groups, business representatives and developers; participates with other staff on interdepartmental projects; responds to enquiries and provides information and assistance; explains and provides interpretations of applicable bylaws, standards, policies, procedures and programs related to land development projects and municipal environmental initiatives; and promotes and provides educational support in relation to the City's environmental programs.

Keeps abreast of developments in environment management and maintains current knowledge of regional environment issues.

Directs, coordinates and participates in technical and research activities carried out by staff and/or consultants; and may assign, check and coordinate the work of staff assigned to specific projects.

Performs related work as required.

### 3. Required Knowledge, Abilities and Skills

Considerable knowledge of the practices, principles, techniques and methods applicable to environmental planning and management.

Considerable knowledge of the rules, regulations, policies, bylaw objectives and legislation governing the work.

Sound knowledge of analytical and research techniques and methodology and of the current trends and developments in environmental protection.

Ability to review and/or prepare development and other planning applications.

Ability to assess the environmental impact of development upon the Municipality, including conformance with applicable environmental legislation and regulations, and to draft amendments to the bylaws suitable to the needs of the community as established by Council.

Ability to conduct site inspections for conformance with development and civil plans, such as erosion and sediment control and stormwater management.

Ability to perform detailed analytical and research tasks and develop and implement strategies, programs and policy options.

Ability to express ideas effectively, orally and in written or graphic form.

Ability to transmit clearly the principles and requirements of sound environmental protection practices.

Ability to present reports to senior staff and Council, if requested to do so.

Ability to establish and maintain effective working relationships with staff, professionals, internal and external customers and authorities.

Ability to assign, check and coordinate the work of staff assigned to various projects.

Ability to perform tasks with minimal supervision.

Skill in dealing with politically sensitive topics in a tactful manner.

4. Desirable Training and Experience

University graduation in an appropriate discipline plus a post graduate degree in resource management, environmental planning, environmental science or a discipline related to the work supplemented by some experience in environmental planning, preferably in a municipal environment, with some project management experience; or an equivalent combination of training and experience. A relevant professional designation is considered an asset.

5. Required Licenses, Certificates and Registrations

Driver's Licence for the Province of British Columbia.