

# **HAMPTON**



## **JOB DESCRIPTION**

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### **ASSISTANT PLANNER/DEVELOPMENT OFFICER**

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#### **Job Summary:**

The candidate is responsible for various tasks associated with land use planning and development in Hampton. This would include investigation and review of land use inquiries, preparation of policies, by-laws, and reports to the Planning Advisory Committee (PAC), Environment Committee (EC) and Council, review and approval of development permits, subdivision plans and land use agreements, and assist the Planning Director with inquiries and amendments to Hampton's By-laws including municipal plan and zoning by-laws. The incumbent is expected to engage as part of a team environment; work with staff across the organization; require minimal supervision and make sound decisions.

#### **Primary Relationships:**

The Assistant Planner/Development Officer will work under the direction and supervision of the Director of Planning, Engineering and Development. The incumbent will work directly with various department staff, including Planning Director, and assist with developing and maintaining effective communications and working relationships with the public and volunteers along with the CAO, Mayor, Council, and employees.

#### **Duties and Responsibilities:**

- Maintains a thorough and comprehensive knowledge of the Local Governance Act, Community Planning Act, Building Code Administration Act, By-Laws, and their regulatory/legal basis for the purpose of administration as required.
- Work with developers and citizens to receive and review subdivision plans, engineering plans/reports, development permit applications, etc.
- Works with the Directors and other staff in preparing, recording and filing correspondence, reports, agreements, presentations, registration plans/agreements and ensuring compliance with agreement and permit documents for various developments, developers, and landowners.

- Carries out development related documentation including zoning reviews, confirmations, Council and PAC reports and makes recommendation to Council, PAC, EC and other for their decision.
- Report preparation, presentation and attendance to PAC, EC and Council meeting along with other committees as required.
- Assist Department and Planning Director with preparation of by-laws, policies, guidelines, standards, re-zonings, by-law amendments, public engagement, public hearings, etc. including compiling, analysing, and reporting of research, data, and information necessary to support the document.
- Review and approval of planning & development documents as it relates to Hampton By-Laws and Policies including but not limited to, Municipal Plan By-law, Zoning By-law, Subdivision By-law, Building By-law, Access Control, Ditch Infill, etc. ensuring compliance with all relevant by-laws and codes.
- Coordinate reviews and approvals from various internal and external municipal and provincial departments for planning and development within Hampton as it relates to subdivision, minor/major developments, and public projects for various assessments, plans and guidelines but not limited to municipal servicing, stormwater management, water supply, environment impact, climate change adaption, asset management, etc.
- Issues permits, conducts all relevant inspections, and ensures compliance with permits and/or regulations, to ensure construction projects comply with approved plans, guidelines, standards, policies, and relevant provincial/municipal laws.
- Responds to inquiries and complaints from local citizens, elected officials, and businesses regarding by-law regulations.
- Interacts with residents, contractors and staff regarding permitting, code information, by-laws, questions, complaints, and concerns.
- Ensure relative By-laws, policies and programs are consistent and up to date and makes recommendations for amendments as required.
- Prepare relevant monthly reports to CAO, and Council and Statistics Canada for the department and attend Council and/or other Public Meetings as required.
- Maintain knowledge of any updates to legislation within New Brunswick and new developments in the construction/development industry.
- Participate in the 911 civic addressing in conjunction with the Federal Government/Canada Post.
- Represent Hampton, when required, at the NB Assessment and Planning Appeal Board and/or Court of King's Bench.
- Ensure compliance with environmental regulations within the municipality's control throughout the development and construction process.
- Works with the Department Director to oversee duties and responsibilities of department which may include, but not limited to, Building Inspector, Planning Coordinator, By-Law Enforcement Officer and/or Administrative Assistant.

- Work in conjunction with other staff, outside agencies, government officials and representatives of the community and industry to facilitate harmonious relations and instill a high standard of customer service.
- Other related duties as assigned.

#### **Required Education, Training and Skills:**

- Graduate with a bachelor's degree and/or certificate in planning, development, environmental science or engineering program (or related/equivalent program or experience) with an interest in Land Use Planning and Local Development.
- Experience in a municipal capacity related to land use, policy development, public engagement, major/minor residential/commercial project(s) and/or community services.
- Understanding of municipal planning and development practices as well as By-Law, Local/Provincial Legislation, Regulations, and Policies.
- Strong presentation and written communication skills.
- Proficient at time management with an ability to manage deadlines and submission dates, and juggle multiple projects and priorities associated with the department.
- Ability to pursue and/or continue Professional Development in such areas as Certification in Local Government Certificate Programs, New Brunswick Development Officer Association (NBDOA) and/or Land Use Planner (depending on qualifications/experience).
- Proven experience in reviewing and commenting on planning and development related applications including Subdivision Plans, Variances, Land Uses, Site Plans, Municipal Plan and Zoning By-law amendments, etc.
- Thorough knowledge of Community Planning Act, applicable sections of the Local Governance Act and the most recently adopted Building Code and Building Code Administration Act.
- Ability to read and interpret drawings, plans, sketches, layouts, and specifications.
- Ability to establish and maintain effective working relationships with other government agencies, contractors, developers, engineers, architects, building owners, Hampton officials, employees, residents, etc.
- Proficient in the use of computers for data management and software programs including Microsoft Excel, Word, PowerPoint, Teams, Adobe, mapping, and others as required. GIS mapping is considered an asset.
- Criminal Record Check required.

#### **Working Conditions:**

- Regular 37.5 hours per week / 8:00 – 4:30 pm / Monday – Friday.
- Overtime/Flextime as required.

- Ability to attend meetings and conduct presentations.
- Candidate must have a valid driver's license.

**THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.**