

# RDCO Job Description



**Position Title:** Environmental Planning Technician  
(Student Co-op)

**Division:** Community Services – Planning  
Services

**Reports To:** Director of Community Services

**Date:** February 19, 2021

## Job Purpose/Summary:

The Environmental Planning Technician Student will provide technical support for the implementation of environmental and regional planning program initiatives as well as assist with planning duties such as coordinating meetings, processing applications, researching information and assisting with public inquiries.

## Principal Accountabilities:

Assist with:

1. Providing technical support in the development and implementation of current environmental planning programs and future initiatives.
2. Review of environmental Development Permits and assessments and drafting Regional Board reports.
3. Review of Building Permit applications for environmental requirements in coordination with Inspection Services.
4. Liaise with provincial ministries, consultants, and other government agencies to ensure compliance with environmental legislation.
5. Revamp Development Permit Application Forms, Brochures, and Tracking Spreadsheets for consistency and efficiency.
6. Closure of open and outstanding Development Permits.
7. Interpreting and managing ecosystem information and summarizing existing data, reports, and maps pertaining to Central Okanagan inventories and current Development Permit applications.
8. Responding to public inquiries related to Environmental Development Permit Areas and land-use planning.
9. Providing assistance to the Environmental Planner.
10. Other related duties as assigned.

## Reporting Relationships:

Direct Reports:

## Dimensions: (Annual/approximate)

## Knowledge, Skills & Experience

### Educational Background Required:

- Currently enrolled and returning to an applicable post-secondary educational program in environmental planning, environmental sciences, water management, or related discipline.
- Valid BC Driver's Licence.

### Experience Required:

- Demonstrated knowledge of local government planning principles, environmental monitoring, and methodology related to environmental issues.
- Demonstrated knowledge of Okanagan ecosystems.
- Thorough understanding of requirements of regulatory agencies (Federal and Provincial Acts) and issues surrounding environmental monitoring, erosion and sediment control and ecological restoration.
- Demonstrated ability to resolve environmental design issues while under pressure and time constraints.
- Ability to prepare reports, make presentations to staff, elected officials and the public.
- Excellent written and verbal communication skills.
- MS Office and data management.
- Air photo interpretation, GIS, ArcMap preferred.
- Time management and organizational skills.

## Working Conditions:

- **Physical Effort:** Low to high physical effort while working in all types of terrain while conducting field work.
- **Physical Environment:** Office environment and field work.
- **Mental Stress:** Multiple priorities with deadlines.
- **Sensory Attention:** Sustained concentration levels. Tact and discretion. Assessment of large quantities of information.