

## Senior Development Control Officer

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### **DEFINITION**

This is supervisory, interpretative and evaluative work involving the application of the Provincial Planning Act, Land Use Bylaw and related regulations, related City bylaws and development regulations.

Work of this class involves the review, of development submissions/proposed architectural design for compliance to the Land Use Bylaw, including direct control districts, statutory plan overlays, related bylaws and policies and the inspection of lands pertaining to the development and use of land.

Typical responsibilities include: evaluating and rendering a decision on development applications for complex commercial/industrial/institutional and residential developments; advising the public on the interpretation of the Land Use Bylaw and related regulations; inspecting lands and buildings for conformance to development requirements and regulations; meeting with developers/architects/applicants/planners to resolve issues/variances between bylaws, regulations and submissions; preparing and presenting recommendations to the Development Appeal Board.

Work is mainly performed independently. The incumbent is required to provide training and direction to Development Control Officers and technicians as well as support staff. Work is subject to periodic review by the Director for adherence to regulations, policies, planning standards and discretionary means of resolution.

Work differs from the Development Control Officer by virtue of the complexity of work, the discretionary authority allowed, the interdepartmental coordination of input required to process complex development applications and the supervisory role of the position.

### **TYPICAL DUTIES\***

Reviews development submissions for complex commercial/industrial/institutional and residential developments to ascertain the need for discretion and variance while ensuring adherence to the applicable planning legislation, architectural design and planning principles, Provincial Planning Act, Land Use Bylaw, other applicable bylaws, policies and regulations.

Discusses applications and plans with developers/architects/planners/lawyers and other professionals, approves or rejects applications based on compliance with land use requirements and regulations.

Conducts site inspections of buildings and properties to determine compliance with the Land Use Bylaw and related regulations and determines the required corrective action and follow-up required for enforcement by the Development Control Officers.

Reviews re-districting applications including DC5, subdivision proposals and lease proposals.

Oversees the compliance certificate process.

Co-ordinates, with other staff members, information required to render a decision regarding a development application.

Prepares and presents recommendations to the Development Appeal Board.

Advises the public on interpretation of the Land Use Bylaw related to the development and use of land.

Performs supervisory administrative duties including selection of new staff, performance appraisals, work programs and follows up on employee concerns.

Develops responses to enquiries and complaints received from the public, Mayor's office, aldermen and the administration.

Makes recommendations to management regarding Land Use Bylaw amendments and other applicable bylaw regulations.

Reviews plans and provides information for placement of legal restrictions on proposed development.

Provides technical backup and advice to the Development Appeal Board on appeal matters and procedures.

Prepares case study reports and illustrative material and formulates recommendations on appeal items for the Development Appeal Board agenda.

Co-ordinates input and concerns on appeal matters from the department, other civic departments and agencies.

Discusses Development Appeal Board procedures and authorities with the general public and other civic departments.

Supervises and provides assistance and general direction to the Secretary and other support staff on the Board.

Performs related work as required.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of planning process as it relates to the Provincial Planning Act, Land Use Bylaw and other applicable bylaws and regulations.

Considerable knowledge of the principles and practices of land use planning.

General knowledge of principles and practices of economics, engineering, architecture, construction or other disciplines applicable to land use planning and development.

Knowledge of drafting terminology and ability to read plans.

Knowledge of mathematics and ability to perform calculations related to job requirements.

Ability to supervise the work of subordinates.

Ability to co-ordinate the input of technicians and planners in problem resolution and act as a team leader.

Ability to express ideas effectively, orally and in writing.

Ability to communicate effectively with the public and other department staff.

Ability to interpret and respond to requests from the public and developers as they apply to applicable bylaws, regulations and City policies.

Training in computer database systems.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

University degree in Urban and Regional Planning or Architecture with a minimum of four (4) years' experience directly related to land use planning and control. Demonstrated supervisory abilities.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0662		0663	
Last Updated:	1990-08 (updated and retitled)			
Previous Updates:	1989-03 (updated and retitled), 1981-12 (retitled)			
Originated:	1976-02			