

# JOB DESCRIPTION

## Benchmark Job #214

Ministry: Transportation and Highways  
Branch: Development Approvals  
Location: Fort St. John

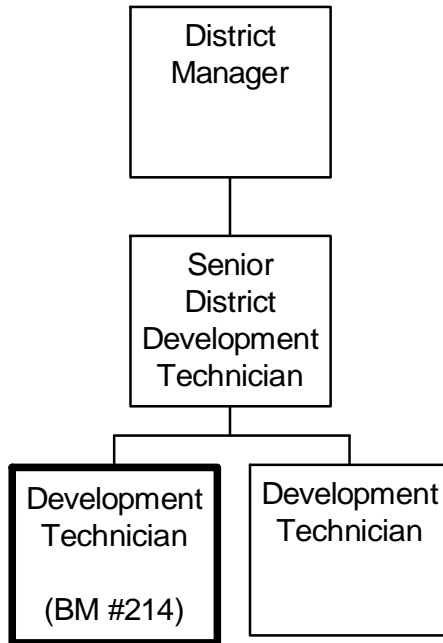
Working Title: **Development Technician**  
Level: Range 21  
Classification: Scientific/Technical Officer

### PRIMARY FUNCTION

To examine applications involving construction or development within Highway right of ways, access to and from Highways and District roads, and applications for subdivisions, rezoning or works on Crown Lands and to ensure approvals are in the public interest and based upon transportation engineering principles.

### JOB DUTIES AND TASKS

1. Examines applications for the subdivision of land outside municipalities and land adjacent to controlled access highways within municipalities
  - a. examines preliminary plans submitted by applicants and compares the plans against the provisions of existing legislation, bylaws, regulations and policies and the concerns of local governments
  - b. confirms plans for access to surrounding property, water and utilities
  - c. determines the classification of roadways and right of way requirements such as whether an additional right of way is required to accommodate road construction or widening
  - d. examines plans to ensure standards for road design and utilities have been addressed
  - e. identifies geotechnical conditions that could affect the development proposal
  - f. examines surrounding land area to determine conditions and compatible land uses
  - g. surveys and confirms title of property and status of covenants or charges against the property
  - h. informs applicants of the requirement for further information or professional studies and reviews results
  - i. prepares technical reports on proposals for the Provincial Approving Officer or District Manager including a recommendation either to grant or deny approval
  - j. conducts site inspections to assess applications, to ensure road and drainage requirements outlined in the preliminary approval are being met and survey pins, posts and monuments have been installed as required
  - k. refers proposals to other agencies for evaluation and assesses recommendations made
  - l. receives and accepts final subdivision plans for assessment to ensure that all requirements of preliminary approval have been addressed by the plans
  - m. approves applications for highway access and related section 57 provisions and sets conditions on the approval without reference to a higher authority
  - n. discusses proposals and alternative options with applicants, stakeholders and outside agencies to gain consensus on acceptable compromises and solutions to ensure compliance with legislation, bylaws, regulations and policies
  - o. negotiates changes to original applications and sets conditions on approval
2. Examines applications for development, construction, utility or other works on Crown Lands
  - a. accepts referrals from agencies such as the Ministry of Environment and the Ministry of Forests
  - b. determines feasibility and adequacy of proposals for highway and site access
  - c. ensures condition of land is compatible with proposed use and surrounding land use
  - d. ensures development applications are consistent with Crown interests and protect future highway corridors and plans
  - e. receives applications and examines plans to ensure that offsets comply with requirements
  - f. conducts pre and post site inspections to determine and ensure that requirements are met
3. Performs other related duties
  - a. evaluates rezoning applications according to applicable sections of the Highway Act
  - b. enforces ministry sign policy and advises applicants on regulations for the display of signs
  - c. conducts site inspections to follow-up on all types of requests and applications
  - d. logs and tracks development applications on a computerized system
  - e. accepts cheques and letters of credit for bonding purposes and acts as the payment authority for the return of bonds upon certification that applicable standards and conditions have been met
  - f. represents the Ministry at traffic impact studies and/or pre-construction meetings
  - g. grants gravel extraction permits and collects applicable fees



## REASON FOR CLASSIFICATION

Benchmark Job #214

Job Title: Development Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of land management to evaluate applications and plans for land use and to determine if plans comply with existing legislation, by-laws, policies and the concerns of local government.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study analysis and interpretation to the examination of preliminary land use plans and choose an approach using a combination of accepted evaluation techniques to ensure that approvals are within the public interest and are in compliance with various regulations.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic negotiation skills to influence applicants, stakeholders and outside agencies to gain consensus on alternative options to original subdivision proposals to ensure compliance legislation, bylaws, regulations and policies.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate survey equipment and use drafting tools to prepare drawings.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by various land use strategies, highway plans and standards to determine the appropriateness of proposed subdivisions, crown land developments, highway access and rezoning applications with ministry plans and policies and to provide final approval on applications without reference to a higher authority.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to exercise discretion to certify that developments have been completed to satisfactory standards to authorize the return of bonds or letters of credit.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to review land use applications for completeness and accuracy for legal purposes.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b>                      Limited responsibility for human resources to provide informal orientation and training to new staff.</p>	A	5
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b>                      Significant care and attention for the safety of others to review subdivision application plans for both rural and urban areas to ensure safety standards are met in order to minimize the level of risk to the travelling public.</p>	D	25
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b>                      Focused attention to detail to frequently visually focus while verifying the accuracy and completeness of documentation and to assess detailed plans and applications for compliance to regulations.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b>                      Moderate physical effort to frequently focus attention to the printed material that comprises application packages.</p>	C	12
12	<p><b>SURROUNDINGS</b>                      Exposure to all weather conditions on a regular basis with shelter available when conducting site inspections.</p>	B	4
13	<p><b>HAZARDS</b>                      Limited exposure to hazards conducting when occasionally conducting site inspections which are in isolated areas that are proposed for development.</p>	B	4

**Total Points: 737.5**

**Level: Range 21**