



# NATIONAL ENVIRONMENT AND PLANNING AGENCY

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Planning Technician
<b>JOB GRADE:</b>	4
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Spatial Planning
<b>BRANCH:</b>	Local Area Planning
<b>REPORTS TO:</b>	Senior Planning Technician
<b>MANAGES:</b>	n/a

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

### **Strategic Objectives of the Division/Branch:**

The Spatial Planning Division (SPD) proactively leads, guides, manages and directs spatial development within Jamaica to enable sustainable development of its resources. The work of the Division is carried out in two Branches and a unit namely:

**Local Area Planning Branch** - Prepares Development Orders (DO) and Development Plans (DP). Develops and implements strategies to continuously review regional plans and local area plans to guide decision making on the use and development of lands. Develops policy, plans, guidelines and standards to complement the implementation of the DO and DPs. Provides technical assistance for planning and development control.

**National Spatial Strategy Branch** - Develops national policies / strategies on relevant sectors /issues e.g. land settlements, in consultation with internal and external partners to facilitate orderly and progressive development throughout the island. Undertakes preparation of National Atlas, National Spatial Plan and Strategy as well as National Settlement Strategy. Conduct national spatial planning studies/surveys. Identifies land requirements on a national level for various development activities.

**GIS Unit** - Coordinates all GIS activities within the Agency ensuring optimal use of all spatial data. Manages the agency's GIS Enterprise System and collaborates with other government Agencies and Non-Government Organizations (NGOs) on GIS Matters.

### **Job Purpose:**

The Planning Technician creates and maintains the branch's collection of maps, illustrations and related documents as well as provides support in research and public education activities undertaken by the Branch.

### **Key Outputs:**

- Digital and manual Maps
- Filed maps and documents
- Survey data
- Public education materials
- Deliverables from assigned tasks

### **Key Responsibility Areas:**

#### **A. Technical/ Professional Responsibilities**

1. Prepares and maintains electronic and paper-based maps and documents to allow safe storage and easy retrieval by:
  - Creating digital base and thematic maps of planning areas for which plans, orders and studies are being prepared.
  - Creating existing and proposed digital land use maps.
  - Manually and electronically filing maps and illustrations generated by the branch or received from other sources
  - Converting existing paper based maps to digital format.
  - Retrieving and printing maps as requested.

2. Participates in the preparation and administration of surveys conducted by the Branch to facilitate the preparation of plans, development orders and planning documents. by:
  - Preparing map sheet for neighbourhoods and enumeration districts showing approved developments and identifying new road proposal/alignment.
  - Undertaking lot by lot survey of individual land uses of the properties
  - Updating map sheets for areas being surveyed
  - Assisting with general data collection
  
3. Participates in the preparation of public education materials and the conduct of information sessions undertaken by the branch/division by:
  - Preparing posters, brochures and other promotional and informational materials
  - Assisting with set-up and facilitation of information sessions.

### **B. Other Responsibilities**

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

### **Authority**

None

### **Performance Standards:**

- Established, targets are consistently achieved
- Maps/illustrations are produced at the appropriate scale for the required occasion and there is efficient use of material and equipment
- Maps and documents are accurately compiled, filed, kept in a clean and tidy manner and easily retrievable.
- Assigned tasks are carried out in keeping with established policies and procedures and deliverables produced according to technical and administrative standards
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

## Internal and External Contacts

### **(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
Public Education staff	Participate in conducting public education programmes
Environment and Conservation Division	Provide information/technical assistance

### **(ii) External Contact (required for the achievement of the position's objectives)**

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Stakeholders	Collect survey data, provide information

## Working Conditions

- Typical office environment
- Visual fatigue from prolonged computer use and use of field equipment
- Occasional exposure to unhealthy/unsafe environments and chemicals from site visits.

## Required Competencies

- Good Interpersonal skill
- Knowledge of cartography, and technical drawing.
- Knowledge of Auto Cad, Arc View and other relevant computer applications.
- Knowledge of Survey techniques

## Minimum Required Education and Experience

- Minimum Four CXC/GCE O"level subjects including Mathematics, English Language and Technical Drawing
- Training in computer design or related applications.
- One year experience in a similar or related position