



Planning Technician (Regular Full-Time)

Development Services Department

Reporting to the Planning Supervisor, the Planning Technician is responsible for the performance of technical, field and office work relating to assessing and processing of development applications and for providing customer service.

This position researches, processes and prepares reports as well as provides information related to the development approval process, planning bylaws and regulations, and property-based information. The incumbent will also liaise with various stakeholders in the processing of applications, reviewing building permit and subdivision applications, and preparing correspondence, reports, permits and bylaw amendments for development applications. This position also involves providing preliminary interpretation of regulatory bylaws and regulations as well as assisting in the research and preparing of Zoning bylaws, Community Plans, other Planning projects, and other tasks as assigned by the Planning Supervisor.

The successful candidate will possess:

- Completion of a two-year diploma in planning or a related discipline.
- Minimum of 3-years' experience in a Planning Technician role in a local government.
- Working knowledge of standard planning, building and subdivision procedures and methods and conversant in local government land use Plans, Bylaws, policies and procedures.
- Familiar with Provincial and Federal legislation and regulations as they pertain to local land use planning.
- Conversant with mapping and photo interpretation and a basic understanding of Geographic Information Systems.
- Ability to read and interpret engineering, architectural and site plans and understand specifications as they relate to bylaws and requirements.
- Valid Class 5 BC Driver's License.

This regular, full-time position is included in the BCGEU bargaining unit. Bi-weekly wages for the position are currently under review.

Qualified individuals, who have the ability to effectively communicate, manage time, handle confidential matters, are courteous, tactful, helpful and diplomatic in dealing with various stakeholders, and establish and maintain a good working relationship with other staff are invited to submit their applications by 4:30 p.m., December 6, 2013 addressed to:

Human Resources Department
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax: (250) 492-0063
Email: hr@rdos.bc.ca

We wish to thank all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted.