



EMPLOYMENT OPPORTUNITY

Position: PLANNING TECHNICIAN

Application Deadline: June 27, 2022 by 4:30 pm

Division: Development Services

Applications: Qualified applicants are invited to apply online at careers-cvrd.icims.com

Type: Regular Full Time, CUPE Local 358

Competition Number: 22104-E

Majestic mountains, the rugged West Coast Trail, serene lakes, and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley Regional District (CVRD). Located on Vancouver Island, the CVRD provides a wide range of local government services to a population of 80,000 within its 4 distinct municipalities and 9 electoral areas. Just 50 km north of Victoria and 30 km south of Nanaimo, the Cowichan Valley offers a warm climate and numerous parks, recreational, cultural, and social opportunities.

The Cowichan Valley Regional District is now accepting applications for the **Planning Technician** position in the Development Services Division within the Land Use Services Department.

General Information

Reporting to the Manager, Development Services, the Planning Technician is primarily responsible for responding to enquiries and referrals related to the subdivision, development, and use of land in CVRD electoral areas. The Planning Technician routinely interacts with department staff, members of the public, applicants, and external agencies, and provides support to the CVRD Land Use Services Department, ensuring that tasks are completed in accordance with legislative requirements and timeframes, and CVRD policies and regulations.

Qualifications

- Degree or diploma from a university of recognized standing or technical institute in planning, engineering technology, building construction, land development, or a related field.
- Completion of MATI School for Statutory Approving Officers and / or Ministry of Transportation and Infrastructure District Development Officer Certification Program is an asset.
- A minimum of 6 months related experience, preferably within a BC local government setting.
- Experience in surveying, land development, customer service, and negotiation is an asset.
- Certification/membership or eligible for certification/membership in the Canadian Institute of Planners (CIP) and Planning Institute of BC (PIBC), the Canadian Association of Planning Technicians (CACPT), the Applied Science Technologists & Technicians of BC (ASTTBC), or Engineering and Geoscientists BC is preferred.
- A valid Class 5 BC Driver's Licence is required (please include a driver's abstract with your application)
- An equivalent combination of education, training, and experience may be considered.

A full job description listing all the job requirements can be viewed online at careers-cvrd.icims.com.

Hours of Work: Guaranteed 35 hours of work per week, Monday to Friday, 8:30 a.m. to 4:30 p.m., and eligible for flex time. This position may be required to attend some evening and weekend meetings.

Salary: Wage rate in 3 steps as per the Collective Agreement between the CVRD and CUPE Local 358, \$34.72 - \$35.71 - \$36.79 per hour (January 1, 2021 rates). Benefits are provided as per the CUPE Collective Agreement.

To Apply: Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated.

Note that testing may be required during the interview process. Testing is based on the knowledge, skills, abilities and qualifications outlined in the job description.

Date posted: June 6, 2022