



## **PLANNING TECHNICIAN - ASSOCIATE PLANNER FULL-TIME POSITION**

Due to a promotion within the Planning Department, the Cariboo Regional District invites qualified applicants to apply for the full-time position of Planning Technician - Associate Planner located at the Cariboo Regional District office in Williams Lake. A detailed copy of the job description can be found at [www.cariboord.ca](http://www.cariboord.ca).

**SUMMARY:** Reporting directly to the Manager of Planning Services, the self-motivated and innovative incumbent will be responsible for providing planning support services to the general public and regional district staff.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in Planning, Geography or closely related field supplemented by urban planning courses or a diploma and/or certificate in planning.
- Related work experience preferably within a local government planning environment.
- Strong written and verbal communication skills are required.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with mapping software would be considered an asset.

**WAGE:** This is a BCGEU position. The terms of this position include a wage rate of \$32.42 per hour. A standard probation period will apply.

**WORK SITE LOCATION:** Cariboo Regional District Williams Lake Office located at Suite D, 180 3<sup>rd</sup> Avenue North, Williams Lake, BC. Occasional travel within the regional district will be required.

**HOURS OF WORK:** 70 hours bi-weekly, on occasion may be required to work a non-standard schedule to accommodate the attendance of evening meetings or for presentations. This position will work a 9-day fortnight schedule.

Qualified candidates wishing to apply and looking for a detailed job description please visit [www.cariboord.ca/careers](http://www.cariboord.ca/careers). Applications will be accepted by the undersigned until a suitable candidate is found. Applications must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to this position.

The Cariboo Regional District recognizes the public health benefits of vaccination programs in reducing illness, disability, and death from community-acquired diseases and will support public health messaging about the importance of vaccines against communicable diseases. Consequently, the Cariboo Regional District requires that all employees be fully vaccinated from COVID-19 as per the Cariboo Regional District Mandatory Vaccine Policy.

***We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.***

Bernice Crowe, Manager of Human Resources  
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