



DISTRICT OF TOFINO JOB POSTING

# Bylaw Services Supervisor/Planner I

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| <b>Title</b>        | Bylaw Services<br>Supervisor/Planner I |
| <b>Department</b>   | Planning Services                      |
| <b>Closing Date</b> | Friday, September 29, 2023             |

## POSITION:

The District of Tofino is looking for a qualified candidate to fill the full-time position of Bylaw Services Supervisor/Planner I.

Reporting to the Manager of Planning Services, the Bylaw Services Supervisor / Planner 1 is responsible for processing land use applications and permits, land use research, preparing land use bylaws, writing reports to Council, responding to inquiries from the public, attending Public Hearings, Council and Committee meetings, open houses and other public consultation events, and the monitoring and implementation of various programs, plans and municipal initiatives. In addition, the Bylaw Supervisor / Planner 1 is responsible for the overall leadership and delivery of Bylaw Services including supervision of the Bylaw Enforcement Lead, Bylaw Enforcement Officers and Business License Inspector.

A detailed job description outlining the duties and qualifications is available on the District's website at [www.tofino.ca/employment](http://www.tofino.ca/employment)

## HOURS OF WORK

This is a permanent, full-time position based on 40 hours per week, located within the District of Tofino. Regular workday hours are between the hours of 6:00am and 7:00pm, Monday through Friday. Schedules will be discussed and completed in advance. The hourly wage is \$42.80.

This position is subject to a probationary period during which time the wage will be \$38.52. The position offers a full range of benefits, including a pension plan, and is subject to the terms and conditions of the collective agreement between CUPE Local 118 and the District of Tofino.

## APPLICATION

Qualified applicants are invited to submit a cover letter and resume indicating the position applied for, in confidence, by end of day, Friday, September 29, 2023, to Susan van Dalen, Human Resources Manager via:

Email: [employment@tofino.ca](mailto:employment@tofino.ca)

Subject Line: Bylaw Services Supervisor/Planner I

The District thanks all applicants but only those selected for an interview will be contacted. Please note, we do not have any staff housing available at this time.