



PLANNING TECHNICIAN

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

Reporting to the Planning Manager, the Planning Technician will respond to development inquiries and questions regarding land use regulations, local bylaws, provincial legislation, and conduct pre-application meetings. The Planning Technician will liaise between front line staff and planners acting as the main point of contact for in-person, phone, and emails for planning related inquiries including providing support and coverage for Development Services Assistants and other planning positions as needed.

Our Ideal Candidate:

- Diploma in Urban Planning or related field, or equivalent combination of education and experience
- A minimum of 2 years experience in a related position; and
- Valid B.C. Drivers License
- Extensive knowledge of local land use policies and regulations as well as Provincial and Federal legislation related to development approvals
- Extensive knowledge in land-use planning, environmental information, as well as techniques of analysis and synthesis of information
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint) and operating knowledge of Geographic Information Mapping Systems (GIS)
- Basic graphic and mapping skills
- Strong customer service skills
- Excellent communication skills – verbal and written; and
- High attention to detail with superior report writing capability

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-32E, Closes September 23, 2024

Full Time – Permanent | 35 hrs/wk | \$37.10/hr

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years