

Planner I

Full Time, Time Stated (approx. 2 years)

Find out why our AMAZING employees love working for the City of Port Coquitlam! Affectionately known as "PoCo", we are an award-winning values-based organization made up of a diverse and dedicated team of people who care deeply about the community they serve.

The City of Port Coquitlam's Development Services Department is looking for a dynamic, self-motivated professional with a strong community planning background to join the Community Planning team. In this temporary assignment, the successful applicant will focus on updating the City's Official Community Plan as well as contribute to other community planning initiatives. This includes directing the work of technical staff and consultants working on this project.

Some of the key responsibilities of this position include but are not limited to:

- Assemble, research, analyze and interpret historical, economic, physical, legal, statistical and other data applicable to general or specialized planning programs and projects; prepares reports and recommendations; drafts related bylaws and policy proposals for submission by superior to Council.
- Maintains liaison with internal and external agencies and groups on social, environmental and economic development policy, land use, zoning and other related planning matters; answers enquiries and provides information to other departments and the public regarding planning, zoning, land use or related matters.
- Attends internal and external meetings and represents the Division in a professional planning capacity to receive input from stakeholders, provide technical and professional advice, and explain policies, objectives, and the application of relevant bylaws and regulations; may be required to attend civic meetings to make presentations and answer questions.

The successful candidate for this position will have:

- Membership or full eligibility for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners.
- Driver's License for the Province of British Columbia – Class 5.
- Completion of a Bachelor's Degree in an appropriate discipline, plus a Master's degree in Community or Regional Planning, and some professional planning experience; or an equivalent combination of training and experience.
- Considerable knowledge of the practices, principles, techniques, methods and procedures applicable to municipal planning operations.
- Ability to analyze statistical data including development of indicators and monitoring for long range planning documents.
- Ability to prepare visual and graphic material to support plan development including maps, illustrations, diagrams, processes and workflow.
- Ability to establish and maintain effective working relationships with staff, internal and external contacts and authorities.
- Ability to communicate ideas effectively and to clearly explain technical concepts and plans to a variety of stakeholders.

Why should you consider working for us?

- An annual salary starting at \$98,018 or \$53.67 per hour (based on 2025 rates of pay) and includes a comprehensive benefit package upon completion of a four-month probation period
- We have a positive attitude about the work we perform
- We care deeply about our community
- Our organization is the ideal size for you to make a difference and have an impact
- We have a strong learning culture and want our people to grow and succeed
- We are a living wage employer

Qualified individuals are encouraged to apply online by **September 5, 2025** at www.portcoquitlam.ca/cityjobs quoting competition number **25-053e**.

The City wishes to thank all applicants for their interest and advise that only those to be interviewed will be contacted. To be considered for this position, all certifications and licenses need to be uploaded with your resume and cover letter. The City of Port Coquitlam will conduct a criminal record check.