**PLANNING TECHNICIAN**

**Competition # 25-132**

**Status: Regular Full-Time**

**Department: Planning & Building**

**Salary: $43.36 - $51.14 per hour**

**Closing: September 1, 2025**

*We strive for excellence as we deliver vital municipal services with innovation, accountability and efficiency to meet the needs of the community now and into the future. Be part of our story. Come grow with us!*

**POSITION OVERVIEW**

Join Our Planning and Building Team and help shape the future of our community!

We are currently seeking a Planning Technician to join our dynamic Planning and Building Department. If you have a passion for land development, enjoy working with the public, and have strong technical planning skills, this is a great opportunity to grow your career in a meaningful and impactful role. We are seeking a people-oriented Planning Technician who can see both the big picture and the finer details. Success in this role requires strong critical thinking, excellent communication skills, and a proactive mindset.

**About the Role**

As a Planning Technician, you will be responsible for coordinating and processing building permit referrals and development applications that are commensurate with the role including subdivision, rezoning, development permits, and development variance permits. You will play a key role in ensuring applications align with municipal planning regulations and policies while providing excellent service to applicants and the public.

This position requires strong analytical skills, attention to detail, and the ability to interpret zoning bylaws and development plans. The work is performed with considerable independence, with more complex issues referred to a supervisor.

**In This Role You Will:**

Process applications for subdivision, rezoning, development permits, and development variance permits.

Conduct field inspections related to zoning and development applications.

Review and assess proposals for compliance with municipal policies and plans.

Prepare detailed reports and provide recommendations on planning applications.

Provide planning input on development and landscape plans.

Assist at the customer service counter, responding to public inquiries and providing zoning information.

Check development and building permit plans for zoning bylaw compliance.

Interpret zoning and related bylaws for internal and external stakeholders.

**DESIRABLE TRAINING AND EXPERIENCE**

University degree in a planning related discipline such as Environmental Studies, Urban Geography plus related office experience; or an equivalent combination of training and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the zoning bylaw and of other bylaws, regulations, policies and procedures governing the work performed.

Considerable knowledge of departmental functions, objectives and procedures.

Sound knowledge of planning practices and processes.

Sound knowledge of urban design principles and practices.

Ability to perform assigned duties with minimal direct supervision.

Ability to understand and carry out oral and written instructions.

Ability to read and interpret mapping (such as, topographical, cadastral, and planimetric), engineering and architectural plans, and understand specifications.

Ability to prepare clear, concise written reports.

Ability to operate MS Windows based programs.

Ability to deal effectively with the public.

**EQUITY STATEMENT**

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting recruitment@mapleridge.ca.

**WHAT WE OFFER YOU**

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

**We thank all applicants for their interest, however, only those under consideration will be contacted.**