



The Region of BC's Best

JOB POSTING

Planning Technician

COMPETITION NO:	2021-025
TERMS:	Permanent Full-Time
HOURS OF WORK:	35 Hours per Week
START DATE:	To be determined
APPLICATION DEADLINE:	4:00 p.m., April 27, 2021

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests, with both historic and modern areas offering a variety of recreational pursuits, all within 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to the population of 130,000 living within its 11 diverse municipalities and 10 electoral areas.

The Role:

Reporting to the Manager of Planning Services, the Planning Technician reviews and processes building permit applications in relation to planning and zoning, and ensures compliance with TNRD corporate practice and bylaw requirements. As the first point of contact for members of the public, including homebuyers, realtors, developers, etc., the Planning Technician must communicate accurate information on a broad range of general inquiries and preliminary development proposals. This position provides "first-stop" responses, land use information, and directs customers where to get more information. This position administers minor land use applications including routine development permits, subdivision referrals, variances, and a variety of external agency referrals. This position also provides assistance to Planners with land use and development application processing, parallel routine office tasks including data entry, tracking and records. Ethical and jurisdictional awareness in local government planning is essential.

Required Education and Experience:

- Diploma in Planning, Geography or related discipline and 3 years related experience.
- An equivalent combination of education and experience may be considered.

Our ideal candidate will have knowledge of:

- Philosophies, principals, practices & techniques of planning.
- Principles, methodology, practices of research and data collection.
- Policies, procedures, bylaws and guidelines related to local government.
- Ethical and jurisdictional responsibility in local government planning.

You have the ability to:

- Assess, analyse and respond to questions in regards to applications.
- Work effectively independently or within a team environment.

- Work on multiple projects or issues simultaneously and meet deadlines.
- Manage clients, including those who are aggrieved.
- Communicate effectively orally and in writing.
- Use a variety of applicable software, inc. Word, Outlook, Tempest, GIS etc.

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. This is a Pay Grade 6 position with a biweekly salary of \$2115.75 - \$2426.86

Please submit a **cover letter and a resume** outlining your qualifications and experience through the TNRD careers page at [Careers : Thompson-Nicola Regional District \(tnrd.ca/about-us/careers/\)](https://tnrd.ca/about-us/careers/) by **4:00 p.m.** on **April 27, 2021 quoting Competition # 2021-025**

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

We appreciate the interest of all applicants. Only those candidates under consideration will be contacted.