



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20221216_DSPT
POSITION TITLE:	DEVELOPMENT SERVICES PLANNING TECHNICIAN
DEPARTMENT:	DEVELOPMENT SERVICES
POSITION TYPE:	FULL TIME REGULAR, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #14 \$41.19/hr (2022 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	A comprehensive benefits plan as per the terms of the Collective Agreement

The City of Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Located 25 minutes from downtown Victoria on the Westshore with nearly 19,000 residents, the City of Colwood is a great place to work where the daily tasks are anything but a grind when you are surrounded by a solid team and creative projects.

The City of Colwood has an opportunity for a **FULL TIME REGULAR DEVELOPMENT SERVICES PLANNING TECHNICIAN**. This is a UNION positions with CUPE, local 374. The successful incumbent will join our Development Services team and play a key role in:

- Supporting our residents and development community by providing information on land use matters, ongoing projects and our overall community vision.
- Protecting Colwood's natural areas while connecting people with nature through the review of environmental development permits and tree management permits.
- Implementing the Official Community Plan vision through form and character and environmental development permits for site alteration, subdivision, single family dwellings and attached housing complexes to name a few.
- Implement zoning regulations to increase housing choices, including secondary suites and garden suites, through the review of building permits.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Development Services, the primary responsibility of this position is to provide technical support to the Development Services team on land use planning and development processes and to provide exceptional front-line service to internal and external clients.

This role is responsible for application intake, plan checks, interpreting the Land Use Bylaw, responding to public inquiries as well as some general administrative duties in support of the department. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support to other departmental teams within the City.



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MINIMUM TRAINING AND EXPERIENCE REQUIRED:

- University degree or technical diploma from a recognized institution in a related field (urban planning, geography, environmental science).
- One (1) year of experience in land use planning work preferably within local government, or an equivalent combination of education and experience.
- Eligibility for Membership with the Canadian Institute of Planners / Planning Institute of British Columbia.
- Training and/or experience in the use of recognized office computer software, and land development software (Tempest and Bluebeam);
 - Super-user capabilities in the following Tempest modules will be considered an asset: Land; Prospero; Business Licences; and Calls For Service.
- A valid Class 5 BC Drivers License is an asset.

A complete job description is available at www.colwood.ca/careers (Under Review)

Using the subject line **POSTING ID# COC20221216_DSPT**, please submit your resume and cover letter, in confidence, to **Yazmin Hernandez, Manager of Development Services** at careers@colwood.ca.

A review of interest will begin on January 9, 2023.

Shortlisted applicants will be required to participate in a skills assessment exercise as part of the interview process.