

# Planner I or Planner II

External Posting  
Regular Full-Time



**KITIMAT**  
A Marvel of Nature and Industry

## **NATURE OF POSITION**

Working under the general direction of the Director of Planning, provides technical and professional community planning information and advice to the Chief Administrative Officer (CAO) and Kitimat Council as guided by Planning legislation, bylaw, and policy. This position will work on both current and long-range planning objectives, reviews development applications, and coordinates public consultation where required. The Planner II position provides informal supervision, mentorship and guidance to the Planner I and Planning Administrative Assistant.

## **WHERE IS THE JOB?**

Located in Northwest BC, Kitimat is a master-planned greenbelt community and home to just over 8,000 residents. Kitimat provides a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development. To learn more about your new home, visit <https://kitimatbound.ca/move-to-kitimat/>.

## **JOB DUTIES/EXAMPLES OF WORK PERFORMED**

Major Functions – Planner I and Planner II

1. Complete the processing of minor to more complex development permits, variances, temporary use applications, Official Community Plan amendments, zoning, and special projects:
  - Communicate development objectives to permit applicants and major project proponents.
  - Review development applications, identify policy, planning and regulatory requirements and deficiencies, identify legal and operational constraints.
  - Prepare/present planning reports/recommendations including draft plans and bylaw amendments to Kitimat Council, the Advisory Planning Commission (APC), and the public as required or directed.
2. Provide information internally and externally regarding community planning:
  - Answer inquiries from the public, project proponents, explains decision-making processes and planning policies.
  - Carries out research on a variety of planning and land use topics to gather information and statistics and may be required to visit sites to gather information.
  - Liaise with public, other departments/agencies regarding land use activities.
  - Prepare ads, public notices, information summaries and reports to Council and APC regarding development application and interests in land in compliance with the *Kitimat Municipal Code* and provincial legislation.
3. Represent District planning interests at various committees and commissions as assigned, or in absence of Director.

Planner II additional duties:

- Complete more complex development applications and long-range planning assignments.
- Formulate, implement and report on public consultation and survey projects.
- Analyze applicable planning policies/guidelines and recommend amendments to meet community planning objectives.
- May complete assignments, under general direction of the Director related to municipal land sales; purchases; leases; rights-of-way; covenants; easements; encroachments; licenses and other land agreements.

Provide input into annual work plan for the Planning department including preparing project descriptions and cost estimates for annual budget and defining work programs and developing schedules.

### **WHAT DO YOU BRING WITH YOU?**

- University undergraduate or graduate degree in community planning
- Driver's license, Class 5/7N
- Registered Professional Planner designation with the PIBC (Planner II), or eligible to become a Registered Professional Planner (Planner I) and a member or candidate member of PIBC
- Planner II – 3 years of related work experience, supervisory experience an asset.
- Knowledge of: Microsoft Office - Word, Outlook, Excel, and PowerPoint; and Acrobat.
- Experience with Adobe products (or equivalent), InDesign, Illustrator and Photoshop; GIS; Sketchup or 3D modelling software; and public consultation and engagement methods are considered an asset.

### **WHAT DO YOU GET IN RETURN:**

- Complimentary use of the District's fantastic recreation facilities.
- Relocation and rental assistance if you are moving to the area.

### **WAGE RATE:**

**PLANNER I** - \$47.37/hr (Step 1) for candidates without RPP designation

**PLANNER II** - \$51.73/hr (Step 1) for candidates with RPP designation and a minimum of 3 years of related work experience. Position works 35 hours per week.

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. If you require accommodation during the recruitment process, we will work with you on arranging an accommodation where possible that is suitable for your abilities.

**The District of Kitimat has been approved by the BC Office of the Human Rights Commissioner to implement an equity enhancing Special Program, to give hiring preference to qualified candidates who self-disclose that they are Indigenous. If you are Indigenous, you are encouraged to state that in your application.**

To apply for this position, please submit a detailed resume and cover letter to [hr@kitimat.ca](mailto:hr@kitimat.ca). This posting is open until filled.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.