



DISTRICT OF SAANICH
PLANNING DEPARTMENT
CURRENT PLANNING DIVISION

SUBDIVISION COORDINATOR Permanent Full Time Position

The District of Saanich is one of the four core municipalities within the Capital Regional District. The community is home to over 114,000 citizens and is comprised of urban, suburban and rural areas, and 12 diverse neighborhoods. Saanich is known for its progressive initiatives in the areas of Environmental Protection, Climate Change, and Community Planning.

Saanich is seeking an experienced Subdivision Coordinator to join our Planning team. As the Approving Officer for the District of Saanich, the incumbent fulfils a quasi-judicial role required by the Local Government Act and Land Title Act, in reviewing, approving or denying applications for subdivision.

This position is responsible for coordinating the subdivision approval process including the review of subdivision drawings for compliance with municipal and provincial regulations, referral review, implementation of consultant's reports and preparing draft legal documents such as covenants. The Subdivision Coordinator also prepares reports to Council on matters relating to subdivision approval including rezoning and variances. This position requires considerable tact when communicating with the general public, developers and consultants.

Requirements include a Bachelor Degree in Planning or a related discipline, such as geography, architecture, civil engineering or landscape architecture; six years of experience in the field of subdivision and planning, preferably municipal planning; six years direct experience in a subdivision application review office working as an Approving Officer or under the supervision of an Approving Officer and a valid Class 5 BC Driver's Licence. The successful candidate will possess extensive experience in a municipal subdivision environment or a suitable combination of education and experience.

Please note: The closing date for this competition has been extended to close on Tuesday, March 2, 2021.

This is a C.U.P.E. Local 2011 position with a wage of \$51.76 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on ~~TUESDAY, FEBRUARY 23, 2021~~ Extended to TUESDAY, MARCH 2, 2021 quoting competition 21026 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will also be conducted. We thank all applicants for applying. Only those under consideration will be contacted.