

Planner I

Full Time, Time Stated

(Approximately 12 months)

*Find out why our AMAZING employees love working for the City of Port Coquitlam!
Affectionately known as "PoCo", we are an award-winning, values-based organization made up of a
diverse and dedicated team of people who care deeply about the community they serve.*

Our Development Services Department is looking for a dynamic, self-motivated professional with a strong development planning background to join the Planning Division. As a Planner working within a small team, our position offers a great opportunity for you to work on a wide variety of development applications, projects and initiatives relevant to guiding the growth and direction of a community-focused municipality. This is a temporary assignment anticipated to conclude in December 2023.

Working closely with the Manager of Planning, our ideal candidate will:

- Research and analyze relevant data for planning programs and projects;
- Prepare reports, recommendations and draft bylaws;
- Review, evaluate and process development applications;
- Respond to public enquiries; and
- Undertake and assist with planning projects.

If many of the following characteristics and skills describe you, we want to meet you!

- You bring enthusiasm, energy and skill to our position.
- You have technical knowledge and experience in land development processes and excellent research and analytical skills.
- Your ability to build effective relationships, respond to changing priorities and solve problems is combined with your strong verbal and written communication skills.
- You are comfortable working both independently and in a team environment and you are competent in meeting tight time frames.
- You are committed to providing excellent customer service.
- You are a Certified Member in good standing with the Planning Institute of British Columbia, or eligible for certified membership.
- You hold a Master's Degree in community planning, or its equivalent.
- You have at least two years relevant professional experience in a municipal setting.

Why should you consider working for us?

- Our organization is the ideal size for you to make a difference and have an impact;
- We care deeply about the community we serve;
- We have a positive attitude about the work we perform;
- We take our work seriously, but not ourselves;
- We have a strong learning culture and want our people to grow and succeed; and
- We are a diverse, inclusive and supportive workplace.

The terms and conditions of employment are in accordance with the CUPE Collective Agreement. The salary for this full-time position starts at **\$3,308.30 bi-weekly** and includes a comprehensive benefit package upon successful completion of a four-month probationary period.

Qualified individuals are encouraged to apply online at www.portcoquitlam.ca/cityjobs to competition number **22-146e** together with their resume and a one page cover letter by **November 18, 2022**.

***We wish to thank all applicants for their interest and advise that only those to be interviewed will be contacted.
All new employees are required to be fully vaccinated against COVID-19 or have an accepted exemption under the BC
Human Rights Code. The City of Port Coquitlam will conduct a criminal record check.***