



DISTRICT OF SAANICH  
PLANNING  
CURRENT PLANNING

## **PLANNING TECHNICIAN Permanent Full Time**

Due to internal advancements, Saanich is seeking an experienced Planning Technician to join our Planning team. The successful candidate will be a professional who is innovative and self-motivated, with a focus on customer service. Skill sets will include a solid knowledge of planning principles, excellent research and analysis skills, proficiency with GIS and graphic programs and effective written and verbal communication skills.

The successful candidate will be called upon to undertake a wide variety of technical and administrative activities related to the review and processing of documents in support of re-zoning, development permit, development variance permit, subdivision, Board of Variance, business licence, sign permit and building permit applications, official community plan policies, development permit guidelines and other applicable bylaws and policies. The Planning Technician will also complete complex GIS mapping and analysis; prepare graphics and other visual communication materials; write planning reports and correspondence; and provide customer service responding to a variety of planning questions from the public and development community.

Requirements include a Bachelor Degree in Planning or a related discipline, such as geography, architecture, civil engineering or landscape architecture; three years of experience in a Municipal planning office environment with experience in development and subdivision approval procedures; proficient with design programs, including AutoCad, In-Design, Illustrator, photo shop and other 3D modelling software; experience in training in GIS and statistical analysis; and a valid Class 5 BC Driver's Licence. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:30 a.m. - 4:30 p.m. (35 hours per week) with flex days and a possibility of a modified work schedule. Occasional work from home is available depending on work assignments.

**This is a C.U.P.E. Local 2011 position with a wage of \$42.96 per hour and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Sunday, July 16, 2023 quoting competition 23213 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2023.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.