



The City of Courtenay invites applications for a full-time position of **"Planning Technician"** in the Development Services Department. This is a full-time, union position subject to the terms and conditions in the collective agreement between the City and CUPE Local 556.

Reporting to the Manager of Development Planning, the Planning Technician contributes to the effective operation of the Development Services Department by responding to public inquiries regarding planning issues and by gathering, analyzing, and reporting on land use planning criteria, technical planning information and statistical data. Provides support in coordinating public engagement processes, internal/external meetings and other tasks as required to support the Department to meet service expectations, departmental goals and objectives.

MINIMUM REQUIREMENTS

- A minimum 2-year related diploma supplemented by relevant technical courses or university degree in land use planning from an accredited Planning School or related discipline, or an equivalent combination of training and experience, preferably in a municipal government setting;
- Membership or eligibility for membership in the Canadian Institute of Planners and the Planning Institute of BC;
- Valid BC Class 5 Driver's License;
- Criminal Record Check;
- Some (1-2 years) of work planning experience in land use planning and/or administration, particularly in development planning;
- Excellent oral and written communication skills;
- Ability to work effectively in a team environment and independently;
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, staff, agencies and the public;
- Ability to be sensitive to political issues and impacts;
- Ability to work effectively under pressure, maintain and prioritize assignments to produce quality results;
- Knowledge of knowledge of the practices, principles, techniques and methods applicable to urban planning operations;
- Some knowledge of the rules, regulations, policies, bylaws, objectives, and legislation governing the operations of a Development Services Division;
- Strong interpersonal, communication, research, analytical, problem solving, and organizational skills;
- Proficiency in MS Office, Excel and PowerPoint.

The current hourly wage rate is \$41.23 based on a 35-hour work week. This is a full-time position.

If you have the qualifications along with the passion to help Courtenay be the most livable City in British Columbia, then submit a resume outlining how you meet the qualifications with a covering letter clearly marked "Application: Planning Technician". Submit your application online at <https://www.courtenay.ca/city-hall/careers/current-job-opportunities/planning-technician>

We thank all applicants for their interest, but only those short listed will be contacted.

Notice Posted: January 6, 2026
Competition #25088