

Planner

Permanent Full Time



The District of Kitimat provides facilities and services that support a safe, connected, inclusive, healthy and dynamic community. We seek individuals who are collaborative, work with integrity and respect, and are innovative when it comes to the services we provide to our residents.

Located in Northwest BC, Kitimat is home to just over 8,000 people with a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development.

We are surrounded by mountains, rivers, oceans and parks and our staff are able to enjoy a work-life balance with backyard access to many outdoor recreational activities such as biking, hiking, golf, skiing, boating and fishing. The Terrace-Kitimat Regional Airport is a 40-minute drive away with multiple daily direct flights to Vancouver and Prince George, perfect for a weekend getaway.

This is an exciting time to join the District, as we embark on a range of initiatives including:

- Undertaking public engagement and policy creation to finalize the creation of the District's South West Area Plan
- Creating new local area plans and concept plans for the downtown core as part of the ongoing preparation of the new Downtown Master Plan and Design Guidelines
- Undertaking design work to revitalize the downtown core area to include beautification initiatives, changing traffic patterns, creating new public spaces and areas for new commercial opportunities
- Creating OCP and zoning amendments to support new housing initiatives and affordable housing goals

Job Summary

Working under the direction of the Director of Planning, this position provides technical and professional leadership and community planning information advice guided by the Official Community Plan, Kitimat Municipal Code, Downtown Design Guidelines, Leisure Services Master Plan, Housing Action Plan, related policy documents, best practices and provincial legislation.

Typical work will include managing and taking the lead in consideration and processing all development applications (excluding subdivision), writing area and community plans, designing and implementing public engagement programs, writing planning policies and bylaws and may also provide guidance to other staff members, consultants and permit applicants.

Qualifications

- Designated as a Registered Professional Planner in BC (RPP)
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- Eligible to become a Registered Professional Planner in BC (RPP); Member or Candidate Member of Planning Institute of BC is preferred
- University undergraduate or graduate degree in community planning, supplemented by certificate or courses in one or more of the following areas: supervision, urban design, or GIS.
- Demonstrated commitment to continuous professional development required to maintain RPP status
- Computer skills, at a minimum: Word, Excel, PowerPoint, Outlook, and Adobe Acrobat. Useful addition software skills would include Sketch-Up, InDesign, SPSS, website maintenance, municipal accounting (MAIS preferred) and Crystal Reports; plus understanding of GIS capabilities and applications to community planning
- Minimum five years of planning experience; three years or more in a unionized municipal office. Consulting experience would be beneficial but is not required
- Driver's licence, Class 5 or 7/N
- Knowledge of principles and practices of community planning
- Knowledge of BC Planning legislation, requirements for public notification and Official Community Plans
- Excellent written communication, listening, presentation, public speaking and verbal communication skills
- Ability to understand and manage high-profile sensitive or controversial political situations
- Knowledge of community consulting, public engagement methods
- Ability to manage planning projects, ranging from small in-house assignments to projects requiring a multi-disciplinary team and budget exceeding \$200,000
- Ability to adapt programs and plans to fit unusual or unique circumstances

Application Information

The salary for this position will be \$41.98 for applicants with RPP designation and \$40.03 per hour for applicants without RPP designation. We offer a comprehensive benefits package, professional development opportunities, complimentary use of our recreation facilities, relocation assistance and a rental subsidy.

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, please email us at hr@kitimat.ca and we will work with you on arranging an accommodation where possible that is suitable for your abilities.

To apply for this position, please submit a detailed resume and cover letter to hr@kitimat.ca by May 15, 2021.

We thank all applicants for their interest and advise that only those to be interviewed will be contacted.