



## Planning Technician 1 or 2

Competition #11-2022

Sparwood is a friendly and welcoming community of about 4,100 people, nestled in the heart of the Elk Valley in the Southeast Kootenays. As an “Active Community” we have great indoor and outdoor recreation facilities, trails and a world class ski hill just 30 minutes away.

The Planning Technician, under the direction of the Director of Planning and Development, will focus on customer service, including but not limited to: answering public inquiries; providing a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements, and related policies to homeowners, developers, the general public, internal departments, and external agencies.

This position will support the overall day-to-day operations of the Planning and Development Department. This work will include technical and clerical work related to the preparation of maps or other visual materials, as well as, understanding of the municipality’s Zoning Bylaw, Official Community Plan, and other relevant bylaws and planning related policies. This position will also conduct research, assemble background material on various departmental issues for review by senior staff.

We are seeking a collaborative, results-oriented individual with excellent knowledge of the philosophies, principles and practices of municipal planning. The ideal candidate will have:

- University degree or post-secondary diploma in a planning or a related discipline supplemented by technical courses related to the work
- Minimum of two years of work experience, preferably in a municipal government setting
- Knowledge Provincial planning legislation including the Local Government Act, Community Charter and Land Title Act
- Knowledge of the framework for planning and development in BC including the function of municipal bylaws such as the Official Community Plan and Zoning Bylaw
- Sound knowledge of planning principles
- Complete proficiency with MS Word, Excel, PowerPoint and other common applications
- Skill in the use of drafting, mapping and other graphic design software (e.g. AutoCAD, Map3D, ArcGIS, Trimble GPS, Drupal, Photoshop, Dreamweaver and Illustrator)

A Planning Technician 2, will be required to be designated as a Registered Professional Planner.

This position is a unionized position under CUPE local 2698. The 2022 hourly wage rate is \$38.82 per hour for a Planning Technician 1 and \$44.44 for a Planning Technician 2, as per the current collective agreement and includes a full range of benefits.

Detailed job specifications can be found on the District of Sparwood website at <https://sparwood.ca/municipal-hall/employment-opportunities/>.

As part of the interview process, shortlisted candidates will be required to participate in a practical portion of the interview at the District of Sparwood Main Office. Qualified applicants who are offered and accept, the role may be required to complete a satisfactory pre-employment Background Check. This may consist of all or a combination of the following: Canadian Criminal Record check, an Employment Verification and/or an Education and Accreditation Verification and a Clean Drivers Abstract.

Applicants are invited to submit their resume, complete with cover letter, in confidence by Friday, September 9, 2022 at 16:00 (MDT), quoting competition #11-2022, to the attention of:

Jenna Jensen  
Manager of HR & Communications  
District of Sparwood  
Telephone: (250) 425-6271  
email: [careers@sparwood.ca](mailto:careers@sparwood.ca)