

Planning Technician (Temporary, Full-Time) - 1180

Close Date

Open Until Filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops has a rewarding opportunity for a temporary, full-time Planning Technician whose work involves examining preliminary proposals and building permit applications for commercial, industrial, and multi-family residential buildings for compliance. The Planning Technician is also responsible for preparing reports, agendas, correspondence, and preliminary proposals, and rezoning and development permit applications. If you are someone who shares our corporate values of Trusting, Health Conscious, Cooperative, Inclusive, Purposeful, and Resilient and someone who wants to contribute to the development of their community in a meaningful way, then our Planning Technician position may be a great fit for you!

The successful candidate must have the following qualifications:

1. Completion of a university diploma OR degree in Urban/Community Planning or a related discipline, such as geography, sociology, urban development, sustainable development etc.
2. Minimum three years of previous professional experience in a planning environment, including one year researching, collecting, and compiling statistical data for use in community and project planning.
3. Formal training in GIS applications or two years of GIS-related work experience.
4. Candidate member or eligibility to become a candidate member of the Planning Institute of BC.
5. Proficient in basic Word, Excel and PowerPoint, as demonstrated through testing (70% pass rate required).
6. Valid BC Driver's Licence - Class 5 (or equivalent).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Please note this is a temporary position until approximately July 2, 2025 or return of incumbent.

This position may or may not be filled based on the outcome of our Planner I 1179 position.

Hourly Rate

\$42.62

Hours & Days of Work

This division is currently working on an Approved Modified Scheduling Agreement. The current hours are as follows:

Winter

Monday – Friday: 8:00 AM – 4:30 PM
Every third week, one day off in lieu

Summer

Monday – Friday: 7:30 AM – 4:00 PM
Every third week, one day off in lieu

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.