

EMPLOYMENT OPPORTUNITY

Planning Technician

Permanent Full-Time | External
Development and Emergency Services - Current
Planning
Competition No.: 2025-1012



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Proficient in word processing, spreadsheets and data base computer applications.
- Excellent written and verbal communication with an ability to produce clear and concise reports, correspondence and recommendations.
- Strong interpersonal communication skills, sound judgement and quick interpretation skills in dealing with the public.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1012 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on February 18, 2025.***

Date Posted: February 4, 2025

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Planning Technician in the Current Planning department with Development and Emergency Services.

The Planning Technician contributes to the effective operation of the Current Planning 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. This position provides support to the Current Planning department to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Degree in planning or related field plus 2 years prior job-related experience in a local government setting, or an equivalent combination of training and experience. Qualified applicants will have a general knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act* and *Strata Property Act*, working knowledge of site design and mapping, and technical knowledge of mapping and aerial photo interpretation. Possession of a valid Class 5 BC Driver's License is required.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2024) rate of pay is \$38.17 to \$40.18. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Planning Technician
Development & Emergency Services
Pay Band 11

Job Summary

The Planning Technician contributes to the effective operation of the Planning 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. This position provides support to the Planning Department to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Responds to inquiries from the public, other departments, and various levels of government regarding planning bylaws, Agricultural Land Reserve (ALR), parks, and general land use issues.
 - Responds to inquiries and information requests regarding applications including amendments to zoning/official community plans, development permits, development variance permits, Board of Variance, subdivisions and statistics; and provides information regarding procedures for applications.
 - Analyses and prepares reports, including making recommendations to the Board, on a variety of development applications based on current zoning criteria, including development permits, development variance permits, frontage relaxations, and ALR applications.
 - Researches and prepares background technical reports for official community plans and other land use issues.
 - Assists planners in gathering and analyzing technical planning information, attending public meetings, report writing, researching and analyzing statistical data.
 - Coordinates notification requirements as required under the *Local Government Act*.
 - Assists in the review and preparation bylaw amendments.
 - Monitors the completion of terms and regulations of permits and performs field inspections.
 - Attends and acts as recording secretary at public meetings.
 - In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other related duties, as required.
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Job Qualifications

Education/Experience

- Degree in planning or related field
- Two (2) years prior job-related experience in a local government setting, or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's License
- General knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act* and *Strata Property Act*.
- Understanding of professional responsibility and conduct.
- Working knowledge of site design and mapping.

Job Description

- Technical knowledge of mapping and aerial photo interpretation.
 - Proficient in word processing, spreadsheets and data base computer applications.
 - Excellent written and verbal communication with an ability to produce clear and concise reports, correspondence and recommendations.
 - Ability to work independently as well as a member of a team.
 - Strong interpersonal communication skills, sound judgement and quick interpretation skills in dealing with the public.
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Reporting Relationship

Reports to: Manager, Current Planning.

Date Approved: January 2008

Revised: May 2016