

Planner I (Regular)

Job Requisition	JR-2025-117 Planner I (Regular) (Open)
Job Family	CUPE
Start Date	2025-06-24
End Date	2025-07-09
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Planner-I--Regular-_JR-2025-117
Description	Internal Closing Date: Jul 2, 2025

External Closing Date:

Jul 9, 2025

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

43.15

Minimum Weekly Hours:

35

Reporting to the Manager, Current Planning, this position processes small-scale development applications that require professional level duties and judgement. A Planner I may be required to write and present reports to Committees and/or Council, provides customer service to the general public and supports senior management and staff, with considerable immediate supervision from senior planners and managers.

Duties Include:

- Evaluates, processes and co-ordinates assigned development applications including, but not limited to: development permit, development variance permit, rezoning and liquor licensing applications.
- Reviews and interprets development plans, conducts site visits and evaluations, completes landscape inspections.
- Identifies compliance and non-compliance aspects of assigned applications compared to regulations, policies, bylaws and legislation.
- Responds to counter inquiries and provides information regarding various departmental policies and procedures, as required.
- Prepares and presents reports to Council and Committees with respect to development applications, as required.
- Reviews building permit plans for compliance with zoning, development permit and development variance permit requirements, as required.
- Assists other staff in performing their duties as required.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of a professional planning degree recognized by the Canadian Institute of Planners or equivalent.

- Minimum one (1) year planning related experience.
- BC Driver's License Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of planning, zoning, subdivisions, and design control bylaws.
- Understanding of community planning principles and practices.
- Familiarity with Boards and Committees involved in planning matters.
- Proficiency in computer-based systems and MS Office Suite.
- Effective communication skills, both oral and written.
- Ability to engage with various stakeholders with courtesy and sound judgment.

Preferred Education and Experience:

- Experience in a BC municipal setting.

Preferred Knowledge, Skills and Abilities:

- Customer service and negotiation an asset.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Current Planning