

Careers

Planning Technician I (Up to 18-month term)



Be the face of our development team.

We are looking for a Planning Technician to join our team! The City of Kelowna processes an average of 7,000 permit applications every year! A Planning Technician provides direct service to the public and supports planners and other technical staff as part of the Building and Permitting team in the Development Services Department.

In this dynamic position, the successful incumbents will be part of a team receiving in-person applications pertaining to land use development, building, plumbing & natural gas permits and providing technical advice to the public and development clients. You will schedule inspections and create various reports, statistics, correspondence, permits and forms.

Qualifications

We require positive team players with related experience, great communication skills and a proactive and innovative attitude. Computer skills, a keen attention to detail, and superior customer service skills are crucial. A post-secondary certificate in a related field (1 year full-time) is required; preference will be given to those with experience in construction or building regulations.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighborhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate of \$35.39 per hour per hour plus 14% in lieu of benefits, vacation and statutory holidays.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive, and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **October 7th, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest.