

Planning Technician (Temporary)

Job Requisition	JR-2025-190 Planning Technician (Temporary) (Open)
Job Family	CUPE
Start Date	2025-11-07
End Date	2025-11-22
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Planning-Technician--Temporary-_JR-2025-190
Description	Internal Closing Date: Nov 15, 2025

External Closing Date:

Nov 22, 2025

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

Hourly Rate:

38.36

Minimum Weekly Hours:

35

One (1) year term.

Reporting to the Manager, Current Planning, this position performs some clerical work, provides customer service to the general public, reviews and interprets bylaws and drawings and supports planning staff and management.

Duties Include:

- Responds to counter inquiries and provides information regarding various bylaws, policies and procedures.
- Reviews and assesses the intake of development applications including, but not limited to: development permit, development variance permit, rezoning, OCP, liquor licensing and subdivision applications.
- Reviews and interprets building permit drawings for compliance with approved development plans.
- Acts as a designated Division Superuser for the City's electronic records management system to maintain records and assist staff with troubleshooting and maintaining records.
- Updates Planning resources and aids with maintaining the City website with Divisional edits.
- Research and process Property Information Requests for the public.
- Reviews and assigns addressing for new subdivisions, development permits and building permits.
- Reviews business license requests and inquiries.
- May carry out site visits for landscape inspections and associated follow-up duties.
- May provide administrative support for the Division.
- May provide coverage for the Development Clerks 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 diploma from a recognized university or technical institute in planning, engineering technology, building construction, land development or a related field.
- Minimum of two (2) years of related planning and administrative experience.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- General knowledge of planning, zoning and subdivisions.
- Understanding of community planning principles and practices.
- Knowledge of zoning, and planning-related bylaws.
- 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	Temporary
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Current Planning