



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Project Facilitator

Would you like to be part of a vibrant local government organization that deals with a wide variety of building permit applications? Are you looking for an exciting position where you'll be exposed to working with a broad range of City staff and a diverse array of applicants? The City of Delta's Development Department is looking for an enthusiastic and detail-oriented Project Facilitator to work within the Development Planning Division.

We are seeking a Project Facilitator for a temporary full-time assignment of approximately 12–14 months to support the timely review and processing of development applications for building permits. Reporting to the Manager of Priority Projects, you will coordinate application timelines, facilitate communication between internal review teams and external applicants, resolve project-related issues, and identify opportunities to improve processes and service delivery. You will play an important role in advancing development applications, meeting service level targets, and ensuring work aligns with municipal bylaws, policies, procedures, and requirements.

The ideal candidate will be an organized team player, critical thinker, self-starter, and strong communicator who can represent the department in a professional manner.

Key Responsibilities

- Establish and monitor application processing schedules, prioritize tasks, track outstanding submissions, and communicate project status, timelines, and deliverables.
- Coordinate with internal technical teams, applicants, consultants, and external stakeholders to obtain required information and keep applications progressing.
- Facilitate the resolution of project issues, coordinate review comments, schedule meetings, document decisions, and follow up on outstanding items.
- Gather required documentation and prepare materials for final approval and signature.
- Review departmental procedures, workflows, and processes to identify opportunities for improved customer service, quality, efficiency, and cost effectiveness.
- Participate in process improvement initiatives, recommend practical solutions, and support the implementation of departmental standards and procedures.
- Collaborate with management and external consultants to establish, monitor, and report on operational performance goals and metrics.
- Prepare and maintain reports, correspondence, templates, and project records, and calculate and maintain development cost charges for approval.

Required Knowledge, Skills, and Abilities

- Considerable knowledge of development application review and approval processes, including municipal bylaws, policies, procedures, building permits, and land use planning.
- Sound knowledge of municipal departments and external agencies involved in development approvals.
- Working knowledge of project management methodologies and continuous improvement tools and techniques, such as Agile or Lean/Six Sigma.
- Ability to coordinate a high volume of files, establish priorities, manage competing deadlines, and meet service level targets.
- Strong research, analytical, and problem-solving skills, including the ability to identify root causes and recommend effective solutions.
- Ability to read and interpret plans and drawings and identify required corrections.
- Excellent organizational and project coordination skills, with the ability to maintain accurate records and track project progress.
- Strong written and verbal communication skills, with the ability to work effectively and courteously with internal and external stakeholders.
- Ability to exercise initiative, sound judgment, tact, and discretion when handling sensitive matters.

Qualifications

A bachelor's degree in Planning, Real Estate, Business Administration, Public Administration, or a related discipline, combined with relevant experience in land use, land development, municipal approvals, or project facilitation; or an equivalent combination of education, training, and experience.

Required Licences and Certifications

- Valid Class 5 Driver's Licence for the Province of British Columbia.

The City of Delta provides a competitive salary of **\$46.90 - \$55.38** and an excellent benefits package. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#26-179 EX** by **November 15, 2026**. *Candidates may be shortlisted and interviewed during the posting period.*

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.