

**NATURE OF POSITION**

Working under the general direction of the Director of Community Planning and Development and reporting to the Manager of Planning, the Planner I provides technical and professional community planning information and advice to the Chief Administrative Officer (CAO) and Kitimat Council in accordance with applicable legislation, bylaws, and policy. This position works in both current and long-range planning.

**WHERE IS THE JOB?**

Located in Northwest BC, Kitimat is a master-planned greenbelt community and home to just over 8,000 residents. Kitimat provides a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development. To learn more about your new home, visit <https://kitimatbound.ca/move-to-kitimat/>.

**JOB DUTIES/EXAMPLES OF WORK PERFORMED**

Major Functions

1. Complete the processing of fence and sign permits as well as minor to more complex land use applications such as development permits, variances, temporary use applications, and zoning amendments:
  - Communicate development objectives to permit applicants and project proponents
  - Review development applications; identify policy, planning and regulatory requirements and deficiencies; identify legal and operational constraints
  - Prepare planning reports/recommendations to Kitimat Council and the public as required or directed
2. Provide information internally and externally regarding community planning:
  - Answer inquiries from the public and project proponents, and explain decision-making processes and planning policies
  - Carry out research on a variety of planning and land use topics to gather information and statistics and conduct site visits as needed
  - Liaise with public and other departments/agencies regarding land use activities
  - Prepare ads, public notices, information summaries and reports to Council regarding development application and interests in land in compliance with *Municipal Code* and provincial legislation
3. Attend and participate in meetings with various committees and commissions as required or directed.

**WHAT DO YOU BRING WITH YOU?**

- University undergraduate or graduate degree in Community Planning or a related discipline
- Driver's license, Class 5/7N
- Eligible to become a Registered Professional Planner and a member or candidate member of PIBC
- Knowledge of: Microsoft Office - Word, Outlook, Excel, PowerPoint, GIS, Adobe products (or equivalent)- Acrobat, Photoshop, InDesign, and public consultation and engagement methods

**WHAT DO YOU GET IN RETURN:**

- Complimentary use of the District's fantastic recreation facilities
- Relocation and rental assistance if you are moving to the area

**WAGE RATE:**      **PLANNER I - \$41.04/hr (Step 1) and within two years \$53.09**

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. If you require accommodation during the recruitment process, we will work with you on arranging an accommodation where possible that is suitable for your abilities.

**The District of Kitimat has been approved by the BC Office of the Human Rights Commissioner to implement an equity enhancing Special Program, to give hiring preference to qualified candidates who self-disclose that they are Indigenous. If you are Indigenous, you are encouraged to state that in your application.**

To apply for this position, please submit a detailed resume and cover letter to [hr@kitimat.ca](mailto:hr@kitimat.ca) The position will remain open until filled. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.