

The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Development Services Department.

**TEMPORARY FULL TIME
PLANNING TECHNICIAN**

(1 position)

Internal/External Competition #2025-21

Department:	Development Services
Duties: & Required Qualifications:	See attached Job Description
Rate of Pay:	Band 10 - \$36.03 per hour
Hours of Work:	35 hours per week until December 31, 2025 with the possibility of extension.
Conditions of Employment:	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Director of Development Services

This job posting will remain open until 4:00 PM September 17, 2025. For further information please contact Jake Belobaba, Director of Development Services at 250.245.6405: jbelobaba@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a WORD or PDF format:

Trish McConnell, Manager of Human Resources
City Hall, 410 Esplanade
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



TITLE: PLANNING TECHNICIAN
DEPARTMENT: DEVELOPMENT SERVICES
CATEGORY: UNION CUPE LOCAL 401
BAND: 10

GENERAL ACCOUNTABILITY

Reporting to the Director of Development Services, the Planning Technician contributes to the effective operation of the Department by providing exemplary customer service through the provision of technical information about the Town's planning bylaws and application requirements and by processing routine planning applications. The Planning Technician participates in policy development and long-range planning processes. This includes conducting research, analysis, public engagement and drafting and reviewing policy and bylaws.

PRIMARY DUTIES AND ACCOUNTABILITIES

Public Inquiries:

- Primary point of contact for general inquiries about the Town's land use regulations and development application requirements. Assists customers in response to in-person, telephone, email or written inquiries from the public, developers, applicants, consultants or other government agencies by interpreting planning bylaws and providing appropriate information and reference materials;
- Provides information on development services requirements for other departments;
- Provides backup for the Administrative Assistant - Development Services as required.

Current Planning:

- Processes development permit applications, development variance permit applications and appeals to the Board of Variance; reviews other application referrals for bylaw conformance;
- Prepares reports, permits and amendment bylaws;
- Assists with the preparation and delivery of statutory notices;
- Assists with the preparation of bylaws, policies and procedures;
- Carries out research, data collection, and analysis on development related issues;
- Works with other departments and consultants to maintain up-to-date planning maps including Official Community Plan, Local Area Plan and Zoning Bylaw maps;
- Responsible for acting as a resource to technical and/or office staff; provides support to Planners, Senior Planner, Director of Development Services and Approving Officer;
- Works as a member of the Development Services, Public Works, Engineering, Parks, and Approving Officer team.



Long-Range Planning:

- Conducts research and analysis to support policy development and planning processes.
- Supports and participates in public engagement activities

Other Duties:

- Performs other related duties, as required.
- Some evening and weekend work is required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITY

1. Diploma or degree in Planning, or related field and experience in a local government setting, or an equivalent combination of training and experience will be considered.
2. Knowledge of planning terminology, principles, practices, and techniques.
3. Knowledge and understanding of BC Planning legislation.
4. Proficient in MS Office programs. Knowledge of GIS would be an asset.
5. Excellent written and verbal communication skills.
6. Proven record of attention to detail.
7. Good interpersonal skills with the ability to deal with the public and to work as part of a team.
8. Possession of a valid B.C. driver's licence (Class 5)
9. A team player. Highly collaborative and collegial;
10. An open-minded convener of ideas;
11. Stamina, energy, and willingness to commit to quality pro-active results;