



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20250402_DSPT
POSITION TITLE:	PLANNING TECHNICIAN
DEPARTMENT:	DEVELOPMENT SERVICES
POSITION TYPE:	FULL-TIME AUXILIARY UNION POSITION (TEMPORARY 1-year)
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 14 - \$44.13/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm
BENEFITS:	Benefits per the terms of the Collective Agreement for Auxiliary Employees

The City of Colwood has an opportunity for a **TEMPORARY FULL-TIME AUXILIARY PLANNING TECHNICIAN**. This is a UNION position with CUPE, local 374. The auxiliary term is for 12 months and is strictly dependent on approved grant funding.

NATURE AND SCOPE OF WORK

Reporting to the Director of Development Services, the primary responsibility of this position is to provide technical support to the Development Services team on land use planning and development processes and to provide exceptional front-line service to internal and external clients.

This role is responsible for application intake, plan checks, interpreting the Land Use Bylaw, responding to public inquiries as well as some general administrative duties in support of the department. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support to other departmental teams within the City.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at [Employment & Volunteering | City of Colwood](#)





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MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- University degree or technical diploma from a recognized institution in a related field (urban planning, geography, environmental science).
- One (1) year of experience in land use planning work preferably within local government, or an equivalent combination of education and experience.
- Training and/or experience in the use of recognized office computer software, and land development software (Tempest and Bluebeam).

PREFERRED TRAINING AND EXPERIENCE

- Super-user capabilities in the following Tempest modules will be considered an asset: Land; Prospero; Business Licenses; and Calls For Service.
- Ability to work with GIS software and prepare maps for planning purposes is an asset to this position.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Eligibility for Membership with the Canadian Institute of Planners / Planning Institute of British Columbia.
- A valid Class 5 BC Drivers License is an asset but not required.

Using the subject line **POSTING ID# COC20250402_DSPT**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Director of Development Services, at careers@colwood.ca.

The posting closes at 4:30pm on Monday, April 14, 2025.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

