



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260623_PLAN
POSITION TITLE:	PLANNING TECHNICIAN
DEPARTMENT:	PLANNING
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 14 - \$44.13/hr (2024 rate), 2026 rate pending
HOURS OF WORK:	Monday – Friday between 8am – 5pm
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Planning, this role is ideal for an early-career planning professional or recent graduate looking to gain hands-on experience in local government. The City is seeking a motivated individual who is eager to learn, contribute to a collaborative team, and develop practical skills in land use planning.

The primary responsibility of this position is to provide technical support to the Planning team on land use planning, development processes and policy work, and to provide exceptional front-line service to internal and external clients.

The position serves as a key point of contact inquiries and involves regular interaction with municipal officials, City staff, the development community and members of the public, requiring the ability to provide consistent, professional, and service-oriented support.

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, you will be 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.





CITY OF COLWOOD JOB POSTING

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- University degree or technical diploma from a recognized post-secondary institution in a related field (e.g., urban planning, geography, environmental science).
- One (1) year of experience in land use planning, preferably within local government environment, or an equivalent combination of education and experience.
- Eligibility for Membership with the Canadian Institute of Planners and/or the Planning Institute of British Columbia (PIBC).
- Training and/or experience in the use of recognized office computer software, and land development software (Tempest and Bluebeam).

LICENSES AND CERTIFICATIONS

- A valid Class 5 BC Drivers License is an asset.

PREFERRED QUALIFICATIONS

- Super-user capabilities in the following Tempest modules will be considered an asset: Land; Prospero; Business Licenses; and Calls For Service.
- GIS training or experience is an asset.

WORKING CONDITIONS

- Work is performed in a shared open office environment. Occasional site visits may be required. Attendance at meetings outside of regular working hours may also be required from time to time.

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

Using the subject line **POSTING ID# COC20260623_PLAN**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the **Manager of Planning**, at careers@colwood.ca.

This posting closes at 4:30pm on Monday, July 6, 2026.

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.

