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## Planning Technician

The City of Duncan invites applications from candidates with the proven skills, qualifications, and abilities for the full-time permanent position of a Planning Technician.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a beautiful, walkable, compact downtown blocks lined with over 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact City offers high quality living and acts as the commercial centre of a trading area serving a regional population of approximately 80,000 people.

Reporting to the Manager of Planning, the successful candidate will be responsible for assisting the Manager in delivering the planning, building, licensing, and development functions for the City of Duncan, which requires a degree of independence and sound professional judgement. The Planning Technician will assist in all areas of current and long-range planning processes, including processing of development applications, and implementing the Official Community Plan and other City plans, bylaws, policies, programs and projects.

### **Necessary skills and qualifications include:**

- a University degree in land use planning or related discipline (i.e. geography, urban studies);
- a minimum of five years of related experience in local government land use planning and development control, with preference given to BC experience;
- a strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision;
- a valid B.C. Drivers Licence.

A cover letter and complete resume of experience, qualifications, and three references will be accepted until **3:00 p.m. Wednesday, September 4, 2019** and should be submitted to the attention of Human Resources at [HR@duncan.ca](mailto:HR@duncan.ca)

This is a full time CUPE union position with an hourly rate of between \$36.16 to \$39.54 (2019 rates) commensurate with your qualifications and experience. A detailed job description and required qualifications are available on the City of Duncan website ([www.duncan.ca](http://www.duncan.ca)).

*We thank all applicants, but only those being considered for interviews will be contacted.*