



Position Title: Planning Technician – Auxiliary Full Time (Maternity Leave)

Competition #2024-U14

Number of Positions: 1

Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program

Duration: February 2025 to March 2026 or upon return of incumbent

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of *Excellence in Public Service* and *Teamwork* to apply for this amazing opportunity.

Under the general direction of the Director of Community Planning, the Planning Technician is responsible for: responding to public inquiries regarding development proposals; assisting with the review and processing of less complex applications and permits; maintaining the database system for tracking development applications; and conducting research and analyzing statistical data. This is a technical and administrative role providing assistance to the Development Services Department.

To be considered for this position, applicants should have the following qualifications:

- Post Secondary education in urban planning, civil engineering, architectural or building technology, or a two-year technical diploma.
- Minimum of two years' related experience in a municipal environment.
- Experience with Microsoft Office (Word, Excel, PowerPoint), Adobe Suite software, and GIS
- Possession of a valid Class 5 B.C. Driver's Licence.

Legal ability to work in Canada is a requirement of this position.

The following additional qualifications would also be beneficial:

- Eligible for membership in the Planning Institute of British Columbia (PIBC) or Canadian Institute of Planners (CIP).
- Equivalent combination of training and experience.

This is a regular, full-time CUPE Local 374 position with a 2024 hourly wage of \$35.00 plus 14% in lieu of benefits. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. If you are selected and hired, and require immediate accommodation, please advise Human Resources at the time of offer to begin the accommodation process.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2024-U14 Planning Technician**, to careers@sidney.ca.

Posting will remain open until filled. Review of applications begins on January 10, 2025.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.