



## PLANNING TECHNICIAN/ASSOCIATE PLANNER FULL-TIME POSITION ONE VACANCY - NOC 22300

The Cariboo Regional District invites qualified applicants to apply for the permanent full-time position of Planning Technician/Associate Planner located in Williams Lake, BC.

**Position Summary:** Reporting directly to the Manager of Planning Services, the Planning Technician/Associate Planner provides planning support services to the general public and regional district staff. This position assists with land use applications, research, and bylaw interpretation to support effective community planning and development across the region.

### Education, Experience and Qualifications Required:

- Bachelor's degree in Planning, Geography or closely related field supplemented by urban planning courses or a diploma and/or certificate in planning.
- Related work experience preferably within a local government planning environment.
- Proficiency in graphic presentation and creating clear, visually effective materials.
- Excellent organizational skills, including the ability to prioritize, maintain accuracy and perform well under pressure.
- Ability to work well independently and as part of a team.
- English language ability, including strong written and verbal communication skills.
- Ability to attend presentations and perform fieldwork as required, as well as sit for extended period of time to conduct research and prepare documents.
- Strong written and verbal communication skills are required.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with mapping software would be considered an asset.
- Must hold and maintain a valid Driver's License.

### Essential Duties and Responsibilities

#### Planning Support and Land Use Applications:

- Provide technical and planning support services.
- Help process and analyze land use applications in terms of their conformance with Official Community Plans (OCP), bylaw regulations, local government act objectives, and related provincial legislation.
- Review, prepare, process, and submit for planning comments on applications that include rezoning, temporary use permits, development permits, development variance permits, and Agricultural Land Reserve (ALR) applications.
- Assist in the review of professional reports and registration of covenants for land use applications.
- Perform field work as required.

#### Advisory and Interpretive Services:

- Provide interpretations and advice to the general public, developers, builders, realtors, lawyers, and appraisers on bylaws, zoning, and other planning issues.
- Provide assistance and advice to CRD staff with respect to building inspection, zoning, and bylaw issues.
- Respond to Crown referral enquiries from various provincial ministries regarding zoning and land use planning.
- Review and respond to building permit applications on zoning regulations and provincial standards.

#### Research and Data Management:

- Undertake research and analyses for OCP updates and other community planning initiatives.
- Process planning and ALR applications, including researching required information.
- Update new subdivision plans in the CRD property record management software system.
- Print maps and answer enquiries relating to mapping.
- Assist in maintaining accurate records, mapping data, and land use documentation.
- Update new subdivision plans in the CRD property record management software system.
- Print maps and answer enquiries relating to mapping.
- Assist in maintaining accurate records, mapping data, and land use documentation.

#### Departmental and Administrative Support:

- Assist the Planning Officer and Manager of Planning Services in all aspects of planning and zoning duties.
- Undertake additional assigned tasks related to planning.
- Support the preparation of planning reports and materials for presentations to management, committees, or the public.

#### Supervisory Responsibility:

- Provide training and instruction to staff on planning requirements and procedures.

**Wage:** This is a full-time BCGEU position. The current rate of pay is \$40.17 per hour plus benefits upon successful completion of probationary period include extended health and dental, pension plan contributions, AD&D and life insurance. A standard 90-day probationary period will apply. Mileage paid while travelling on approved work business.

**Work Site Location:** Cariboo Regional District Williams Lake Office located at Suite D, 180 3<sup>rd</sup> Avenue North, Williams Lake, BC. Occasional travel within the regional district for site visits, meetings and related duties may be required.

**Hours of Work:** This full-time position works 31 to 39 hours per week, based on a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break with every other Monday off. On occasion, the incumbent may be required to work a non-standard schedule to accommodate the attendance of evening meetings or for presentations.

Qualified candidates wishing to apply and looking for a detailed job description please visit [www.cariboord.ca/careers](http://www.cariboord.ca/careers). Applications will be accepted by the undersigned until **1:00 pm, Tuesday, April 14, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-08.***

***We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.***

Bernice Crowe, Manager of Human Resources  
Cariboo Regional District  
Suite D, 180 3<sup>rd</sup> Avenue N  
Williams Lake, BC V2G 2A4  
Email: [mailbox@cariboord.ca](mailto:mailbox@cariboord.ca)  
Phone: 250.392.3351  
Applications preferred through [www.cariboord.ca/careers](http://www.cariboord.ca/careers)

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: [www.cariboord.ca/makethemove](http://www.cariboord.ca/makethemove)