

# WE'RE HIRING!



## Planner I

**EMPLOYMENT STATUS:** Term - maternity leave coverage, full-time (37.5 hours per week)

**EMPLOYEE GROUP:** Bargaining Unit

**WAGE RATE:** \$46.80 (2025 wage rate)

**POSTING DATE:** December 19, 2024

**INTERNAL / EXTERNAL CLOSING DATE:** January 15, 2025

**POSTING:** P#2024-12

The Town of Gibsons has an exciting opportunity for a **Planner I** to join our Planning and Development Services team on a term basis of approximately 15 months, providing coverage for a maternity leave.

Located at the south end of the Sunshine Coast, just north of Vancouver, Gibsons is a picturesque community of just under five thousand people. Gibsons is an award-winning municipality that boasts a blend of water and land activities, spectacular views, beaches and parks, and a deep sense of community.

On the job, you'll enjoy a supportive work culture surrounded by people who are committed to delivering excellent service to the community of Gibsons. In your down time, Gibsons' coastal climate, arts and culture, outdoor recreation, and laid-back lifestyle will provide plentiful opportunities to recharge and engage in all that the beautiful Sunshine Coast has to offer.

This is an excellent opportunity to live and work in a unique and distinctive municipality well known for its leadership in natural asset management. [Click here](#) to learn more about how the Town is recognized world-wide for its approach to natural asset management.

This position requires an individual capable of processing development applications and land use permits, as well as minor policy matters at an intermediate level of complexity. The Planner will also contribute to the review of complex applications and policy matters in collaboration with the Director of Planning and Development Services.

The incumbent will have knowledge of, and experience working with the principles and practices of land use planning, including policies, regulatory tools and legislation governing planning processes as administered by a BC local government. The Planner I has a proven ability to consult with the public and work with elected officials and the development community effectively and professionally.

Come join our highly dedicated and skilled team and gain valuable work experience on the ocean's edge of the beautiful Sunshine Coast!

## **EDUCATION, QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's Degree and a of minimum four (4) years of related experience in local government planning;
  - OR
  - A Master's Degree in Planning or a related field and a minimum of two (2) years of experience in planning, preferably in local government planning.
- AND
- Experience consulting with the public and working with elected officials and the development community.
  - Municipal experience in plan review and development application processes an asset.
  - A suitable combination of education and experience may be considered.

## **SUMMARY OF KEY COMPETENCIES AND ABILITIES**

- Thorough knowledge of, and experience working with the principles and practices of land use planning, including policies, regulatory tools and legislation governing planning processes as administered by a BC local government.
- Excellent interpersonal, written and verbal communication skills, including strong report writing skills.
- Strong Microsoft Office application skills including word, excel, access and power point.
- Ability to use GIS applications including ArcMap and other ESRI products to generate project maps.
- Ability to use Adobe Suite - InDesign, Illustrator and Photoshop to create graphics and communication material.
- A strong commitment to working collaboratively with Town staff, property owners, developers, outside agencies and various stakeholders.
- Strong organizational and time management skills. Ability to prioritize workload and meet project deadlines.
- Familiarity with bylaw drafting, interpretation, and enforcement.
- Ability to understand political issues and exercise sound judgement in dealing with important and/or contentious decisions.

## **ADDITIONAL REQUIREMENTS**

- Flexible hours required for attending Council meetings and public hearings on a regular basis.
- Satisfactory results from current criminal record and background checks.
- This position requires an individual who is available to work outside of regular operating hours from time to time to attend meetings and public hearings.
- Valid Class 5 BC driver's licence.
- Commitment to continuous learning by maintaining professional and technical knowledge through

attendance of professional workshops, reviewing professional publications, and establishing professional networks.

## COMPENSATION AND BENEFITS

Our Total Rewards Program for Term Employees includes the base wage rate, a full range of benefits including extended medical, dental and vision, and we also offer an Employee and Family Assistance Program and travel insurance.

To support a healthy work-life-balance, the Town's personal leave program includes paid sick leave, vacation leave and family responsibility leave. Also offered is an Annual Health and Wellness Subsidy which supports employees in maintaining a healthy and active lifestyle.

The Town of Gibsons is committed to providing a safe, respectful and inclusive work environment for all. We believe in celebrating individuality and that a diverse team is a strong team. We welcome applications from all qualified candidates. If an accommodation is required during the recruitment and selection process, please contact [HR@gibsons.ca](mailto:HR@gibsons.ca) for support.

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## HOW TO APPLY

Interested candidates who meet the required qualifications for this role, should submit their resume with cover letter via email to [HR@gibsons.ca](mailto:HR@gibsons.ca).

*Internal applicants, please advise your manager about your intent to apply prior to submitting your application.*

The job description for this position, which includes further information about this position is available on the Town of Gibsons website at [www.gibsons.ca/employment-opportunities](http://www.gibsons.ca/employment-opportunities).