



# Development Technician

## Full-Time

Port Hardy and North Island  
Port McNeill

Monday May 25, 2026

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\$31 - \$40/ hour (\$29.23 - \$39.84/hour)

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**Company:** Regional District of Mount Waddington

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**Website:** <https://www.rdmw.bc.ca/>

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**Industry:** Management/ Administration

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**How to apply:**

Please send your cover letter (addressed to David Kim, Chief Administrative Officer) and resume by email with the subject "Development Technician" to: Cameron Neil HR Advisor Regional District of Mount Waddington PO Box 729, 2044 McNeill Road, Port McNeill, BC V0N 2R0 Phone: 250-974-4025 Email: cneil@rdmw.bc.ca

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**Attachment:** [2026 05 22 Development Technician.pdf](#)

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**Expiry Date:**

Monday, June 08, 2026

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**Details:**

Department: Planning & Development Services Status: Permanent Full-Time / 35 hrs. per week Posting Date: May 22, 2026 Posting Number: 202505-04 Posting Type: External - Bargaining Unit Wage Range: \$29.23 - \$39.84/hour Position Overview: •The Regional District of Mount Waddington (RDMW) is seeking a permanent full-time Development Technician to support land use planning and development services across the region. •This is a permanent full-time unionized position of 35 hours per week, in compliance with the Collective Agreement between RDMW and USW Local 1-1937. •This position reports directly to the Chief Administrative Officer (CAO). •The Development Technician plays a critical role in the delivery of planning and development services, including processing applications, interpreting bylaws, conducting public engagement, and maintaining GIS records. •This is a career-path position with defined progression based on education, experience, and technical proficiency. Key Responsibilities •Process planning, development, and building applications. •Conduct site inspections and assess compliance with bylaws and legislation. •Draft and amend zoning bylaws, OCP amendments, and planning policies. •Prepare reports, notices, maps, and agendas for planning-related matters. •Coordinate and attend Public Hearings and Advisory Planning Commission meetings. •Provide planning-related information to the public, industry, and elected officials. •Respond to inquiries and complaints related to zoning or land use. •Support Official Community Plan (OCP) reviews and

long-range planning initiatives. •Coordinate interagency referrals and review Crown land tenure applications. •Maintain planning records, maps, and GIS datasets. •Represent the department on internal and external committees as required. •Support climate resilience, hazard mitigation, and adaptation planning. •Contribute to continuous improvement initiatives and cross-departmental collaboration. •Perform other related duties as assigned. Work Location: This position is based at the RDMW administrative office in Port McNeill, BC. Occasional travel within the region is required for site visits, public meetings, or interagency coordination. Core Competencies •Accountability • Professionalism • Collaboration • Communication • Discretion Role-Specific: •Technical Analysis • Regulatory Knowledge • Community Engagement • GIS Proficiency

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### **Qualifications & Experience:**

Applicants must meet one of the following education/experience combinations:

- Diploma in planning or a closely related field plus 2–3 years of experience in planning, permitting, development, or regulatory work;
- Bachelor’s or master’s degree in planning, geography, environmental studies, public administration, or a related discipline with demonstrated technical proficiency. Candidates must also demonstrate:
- Knowledge of the Local Government Act, Community Charter, Land Title Act, and Strata Property Act (or capacity to learn).
- Strong writing, communication, and interpersonal skills.
- Ability to engage respectfully with the public, industry stakeholders, and elected officials.
- Competence in managing multiple projects, files, or referrals.
- High standard of discretion when handling confidential or politically sensitive matters.
- Intermediate-to-advanced proficiency in Microsoft Office (Word, Excel, Outlook).
- Valid BC Class 5 Driver’s Licence.

Preferred qualifications (assets):

- Direct experience in local government, land development, permitting, or building inspection.
- GIS experience (QGIS, ArcGIS) and ability to generate planning maps.
- Certificate in Development Approvals (BCIT or similar).
- Experience working in or serving rural, remote, or unincorporated communities.
- Experience working with Indigenous governments or within reconciliation frameworks.
- Eligibility for membership in PIBC or CIP.
- Criminal Records Check required.

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