



## EXTERNAL JOB POSTING

### Development Technician

**Department:** Planning & Development Services

**Status:** Permanent Full-Time / 35 hrs. per week

**Posting Date:** Friday, May 22, 2026 (Reposted Friday, June 26, 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.

### **Core Competencies**

Accountability • Professionalism • Collaboration • Communication • Discretion

**Role-Specific:** Technical Analysis • Regulatory Knowledge • Community Engagement • GIS Proficiency

### **Qualifications**

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.

### **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.

### **Application Process**

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](mailto:cneil@rdmw.bc.ca)**



We welcome applications from individuals of all backgrounds, identities, and lived experiences. This posting remains open until filled. Only shortlisted candidates will be contacted.

This posting remains open in accordance with external posting requirements and the RDMW / USW Local 1-1937 2024 – 2029 Collective Agreement.