SQUAMISH - LILLOOET
REGIONAL DISTRICT

# JOB DESCRIPTION

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| Title: | **Planning and GIS Technician** |
| Department: | Planning and Development Services |
| Supervisor: | General Manager of Planning and Development Services |
| # of Direct Reports: | N/A |
| Date Updated: | November 2026 |

## Job Overview

Reporting to the General Manager of Planning and Development Services, the Planning and GIS Technician performs technical, field and office work relating to official community plans, zoning, development permits and development variance permits, temporary use permits, building permits and zone checks, subdivision referrals, ALC applications, Crown leases, and civic addressing. Providing technical GIS support to the Planning and Development Services department through the collection, development, maintenance, analysis, and sharing of spatial data, this position works collaboratively across the SLRD to ensure departmental GIS activities align with the SLRD GIS strategic plan, organizational standards and data management practices.

## Key Responsibilities

- Performs GIS duties including: maintaining GIS data, maps, applications and civic addressing information; preparing and sharing mapping and property information; responding to GIS, mapping and civic addressing inquiries from staff and the public; assigning civic addresses in accordance with applicable bylaws; and coordinating with IT on GIS systems, data standards, web mapping, integrations and organization-wide GIS initiatives.
- Provides information, advice and assistance to property owners / residents, developers, and external agencies through enquiry meetings, written communication and referral responses.
- Provides mapping and property information to SLRD staff and responds to related questions and requests.
- Acts as resource to the General Manager of Planning and Development Services, Manager of Building Services, Building Officials, and Clerks, prepares a variety of reports, correspondence, estimates and statistics, and provides an effective liaison between Building, Planning and Bylaw staff and with other SLRD departments and external agencies and authorities.
- Evaluates land use applications and prepares reports to the General Manager of Planning and Development Services on a variety of land use matters.
- Carries out special projects as assigned by the General Manager of Planning and Development Services pertaining to land use, GIS and administrative matters.
- Prepares reports and recommendations for Electoral Area Director Committee (EAD) and Regional Board meetings related to land use planning applications; attends meetings to present reports and provides clarification and responses to questions as required.
- Liaises closely with Legislative and Corporate Services GIS and IT Support Technician staff.

- Responds to public inquiries, letters of comfort and supports Building and Bylaw Enforcement staff in responding to complaints.
- Responds to public inquiries regarding land use matters, GIS and civic addressing matters; maintains the GIS civic addressing information and is responsible for assigning civic addresses ensuring compliance with the SLRD Civic Addressing Regulatory Bylaw and Zoning and Building Bylaws.
- Assists as directed in supporting the SLRD's emergency response mandate and associated emergency operations centre, pre-planning and recovery. Duties assigned and work hours during an emergency may differ from regular duties/ hours.
- Other duties as assigned by the General Manager of Planning and Development Services.

## Qualifications

- Completion of a degree in Planning, Geographic Information Systems, or a degree in a related field and a diploma in Geographic Information Systems.
- A minimum of 3 years of related experience in Planning and/or Geographic Information Systems. An equivalent combination of experience, training, and education may be considered.
- Experience using modern GIS technologies, including Esri ArcGIS Pro and ArcGIS Online, and maintaining spatial data.
- Experience using GIS tools to analyze data and automate routine tasks. Experience with scripting or FME is an asset.
- Experience collecting field data using GPS and mobile mapping tools, checking its accuracy, and adding it to GIS datasets.
- Strong attention to detail.
- Effective written and verbal communication skills.
- Ability to work independently and collaboratively.
- Ability to work under pressure, adaptable and responsive in urgent or emergency settings.
- Knowledge of the principles, practices, methods and techniques used in land use planning and building services.
- Knowledge of Provincial regulations and legislation pertaining to planning and development.
- Ability to work effectively in a team environment, and develop and maintain effective relationships with the public, staff and elected officials, as well as with other local governments, First Nations, external agencies.
- Ability to exercise sound judgment and represent the department on planning and development matters.
- Ability to prepare technical planning reports and studies, and analyze and evaluate data.
- Proficiency with office productivity tools such as Microsoft 365, including Excel, Word, Outlook, and Teams.
- A valid BC Driver's License.

Preference may be given to any of the following:

- Planning and GIS experience in a local government setting.
- Pre-Candidate, Candidate or full PIBC/CIP membership and/or Geographic Information System Professional (GISP) designation.