



**Position Title: Climate Action Planning Technician**

**Competition #2025-U04**

**Number of Positions: 1**

**Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program**

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of *Excellence in Public Service* and *Teamwork* to apply for this exciting career opportunity.

Reporting to the Director of Community Planning, this position will focus on the development, implementation, and maintenance of municipal planning activities with a dual focus on long-range planning initiatives and climate action projects that lead to the reduction of GHG emissions, climate change mitigation and climate change adaptation in Sidney. Key tasks for the position will be to assist in the development and implementation of planning documents that support these goals, including the Town's Official Community Plan, Zoning Bylaw, Economic Development Plan, and the Climate Action Plan. This position may also be responsible for supporting broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires time management and organizational skills to work effectively in a busy office environment. Strong communication and interpersonal skills are required to facilitate inter-department information sharing, collaboration, and project assistance. The ability to work in a team-oriented environment and maintain effective working relationships with stakeholders is required.

To be considered for this position, applicants should have the following qualifications:

- Post secondary education in planning, environment, sustainability, or science.
- Minimum of 2 years' experience in a local government planning environment with experience in climate action and/or adaptation or sustainability initiatives.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Eligible for membership in Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP).
- Possession of a valid class 5 B.C. Drivers' License.

*Legally able to work in Canada is a requirement of this position.*

The following additional qualifications would also be beneficial:

- Membership in Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP).
- Equivalent combination of training and experience.

This is a regular, full-time CUPE Local 374 position with a 2024 wage of \$35.00 and an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2025-U04**, to [careers@sidney.ca](mailto:careers@sidney.ca).

**The closing date for receipt of applications is 4:00 pm on Tuesday, May 20, 2025.**

*We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.*