



Planning and Community Development Officer II or I:

The City of Martensville has an opening for a **Permanent Full-Time** Planning and Community Development Officer II. If no suitable candidate is found at Level II a Level I will be considered. Position and application details are below. Related experience and training will be considered.

1. POSITION IDENTIFICATION

Position Title:	Planning and Community Development Officer II
Department:	Infrastructure and Planning
Direct Supervisor:	Planning Manager
Indirect Supervisor:	Director of Infrastructure and Planning

2. JOB DESCRIPTION

This position is responsible to perform general ongoing tasks related to urban development and the construction industry.

3. DUTIES & RESPONSIBILITIES

Development Permits

- Review development applications for compliance with Zoning Bylaw requirements.
- Circulate documents to administration or agencies for comment when necessary.
- Prepare development approval certificates for signing by Development Officer.
- Issue approvals for Development Permits as Development Officer for accessory structures, decks, signage, basement finishing and single-family dwellings.
- Issue all other permits as assigned by Planning Manager.
- Create and maintain daily, monthly, and annual reports and database.

Building Permits:

- Receive and review applications for building permits. Prepare and forward all relevant documents to the Building Official for signing by Building Official.
- Maintain all building permit files up to date and organized at all times.
- Liaison between Building Officials and the public for construction related inquiries.
- Actively seek closure to building permit files in a timely fashion and follow up with property owners. Evaluate requests for extensions when necessary.

Property Standards

- Assist with the administration of enforcement of property standards relating to development (Zoning Bylaw) or building standards (Building Bylaw).

Building Information Abstracts and Property Information Disclosures:

- Prepare summary of City issued permits obtained for all structures and other defects.
- Review of Real Property Report for compliance with the Zoning Bylaw for BIA.

3. DUTIES & RESPONSIBILITIES (CON'T)

Official Community Plan and Zoning Amendment Bylaws:

- Prepare Official Community Plan and Zoning Amendment Bylaws for submission to City Council and public notices.
- Prepare Statutory Declaration when applicable and provide documentation to the Province as per legislation.
- Participate in special project reviews of the Official Community Plan and Zoning Bylaw.

Subdivisions:

- Review proposed subdivisions. This will include preparing development and servicing agreements and associated mapping, interest registrations, liaison with consulting engineers, consultation with provincial agencies as required, and Planning & Development Act, OCP and Zoning Bylaw reviews.
- Assist with subdivision/development stages including surety reductions, offsite or development levy payments, interest withdrawals, etc.

Developing and Servicing Agreements:

- Preparation of Development or Servicing Agreements as required for new subdivisions/developments being constructed by private developers, in consultation with applicable city administration and applicable agencies, as necessary.

Survey and Planning Maps:

- Access Information Services Corporation for updating consolidated survey maps, providing new surveys to other departments, researching titles and survey plans, and registering interests.
- Use AutoCAD to keep the planning maps current, printing maps for departments.

Secretary for District Development Appeals Board (DDAB)

- Act as secretary for the DDAB including scheduling hearing date, preparation of Board packages, issuance of notices, attend hearing, preparation of minutes and circulation of decision.

Public Inquiries:

- Assist in dealing with public inquiries.
- Maintain department brochures.
- Provide documentation as required by FOIP to City Clerk.

Other

- Prepare other planning matters such as lane, walkway and street closures, land transfers, land consolidations, ISC registrations, land development requests, researching relevant planning issues, development appeals, minor variances, etc. as directed.
- Perform any other work-related duties as assigned by the Planning Manager and/or Director of Infrastructure and Planning.

4. EDUCATION AND SPECIFIC TRAINING

a) **Minimum schooling or formal training required:**

- Degree in Regional & Urban Planning or equivalent.

b) **Memberships**

- Possession of Registered Professional Planner designation with the Saskatchewan Professional Planning Institute and CIP.

c) **Special Skills and Requirements**

- Considerable knowledge of related municipal Bylaws, Provincial legislation and regulations.
- Considerable knowledge of the principles, standards and practices related to urban municipal planning and land development.
- Knowledge of Saskatchewan's land registration system.
- Minimum 3 years Planning Experience with preference in urban municipal planning.
- Demonstrated ability with standard business software such as Microsoft Office Suite.
- Ability to utilize AutoCAD Lt and Bluebeam. Sketchup or equivalent is an asset.
- Familiar with Vadim municipal software an asset.
- Ability to communicate effectively both verbally and written.
- Ability to organize materials and write professional reports and correspondence.
- Ability to work alone and make decisions.
- Must demonstrate effective analytical and problem-solving skills.
- Must maintain a Valid Class 5 Drivers License.
- Must be bondable.
- Must complete a Criminal Record Check.

5. HOURS OF WORK & WAGE RATE

a) **Hours**

This is an in-scope full-time hourly wage position. Some evening/week-end work may be required. The Normal work schedule is days, Monday through Friday, 9 am to 5 pm.

b) **Wage**

As per the CUPE LOCAL 2582 Agreement:

- **Level II:** \$34.48 / hr Probationary Rate; \$38.31 / hr Non-probationary Rate.
- **Level I:** \$32.44 / hr Probationary Rate; \$36.04 / hr Non-probationary Rate.

6. PROBATION

This position has a probationary period of six (6) months.

TO APPLY: Please visit <https://www.martensville.ca/pages/employment2.html>

Application Deadline: June 17, 2024.

The City of Martensville is a great place to work, providing competitive wages and benefits, participation in the Municipal Employees' Pension Plan, and a growing team environment.

We are a community of families, friends and neighbors who work, play, and grow together in a safe, active, and healthy environment; Martensville is also a great place to call home.

The City thanks all applicants for their interest in this position however only those applicants selected for an interview will be contacted.