

Job Title: Planner I

Requisition ID: 2410

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 2

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (*subject to change*)

Department/ Branch:Permitting and Inspection Services, Development Planning

Job Location: Fort McMurray

Pay Level: PL11

Start Rate: \$ 49.79

Permanent Rate:\$ 58.52 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Reposted (dd/mm/yyyy): 08/06/2024 (original CUPE closing date: 28/01/2024)

Closing Date (dd/mm/yyyy): 23/06/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision the Planner I will review, evaluate, assist with, and/or make decisions on development applications. The incumbent assists with the investigation and analysis of community planning issues to address future growth requirements, and supports statutory planning, subdivisions, and amendments. The incumbent also conducts research, responds to day-to-day enquiries, and provide customer service.

RESPONSIBILITIES:

- Function as a Development Officer for the Municipality, receive and examine development permits and amendments and make recommendations and/or issue approvals in accordance with the Land Use Bylaw and relevant statutory plans, provincial acts and regulations, and council policies.
- Receive and examine subdivision applications, prepare reports and recommendations for the Subdivision Authority according to the Municipal Government Act, Subdivision and Development Regulations, and the Land Use Bylaw.
- Research and analyze the physical, economic, social, geographic, and technical factors that affect community and regional development.
- Prepare and/or assist with the creation of statutory plans in accordance with the Municipal Government Act.
- Initiate and support actions to enforce compliance with provisions of the Land Use Bylaw.
- Review Land Use Bylaw and Statutory Plans for conformance with current municipal needs.
- Write reports for boards, committees, management, and Regional Council, and assist with or deliver presentations as required.
- Provide technical guidance to internal and external stakeholders, and members of the public to facilitate the development process.
- Perform other related duties as assigned.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- High degree of attention to detail and accuracy, with the ability to effectively manage multiple tasks and assignments.
- Ability to analyze information from a variety of sources and accurately present in a concise manner.
- Strong verbal and written communication skills, with the ability to clarify and convey information in a clear and concise manner.
- Respond to difficult situations in a professional manner.
- Works collaboratively and productively with co-workers, and actively contributes to team activities.
- Proven ability to read and interpret engineering plans, drawings, and specifications.
- Working knowledge of ArcGIS, Adobe Creative Suite, AutoCAD, or visualization software is preferred.
- Proficient with various Microsoft Office applications (Word, Excel).

EDUCATION AND EXPERIENCE:

- Degree in Urban or Regional Planning, Architecture, or a related degree program is required.
- Preference will be given to candidates with previous related planning experience.
- Preference will be given to candidates with membership in, or eligibility for membership in, the Canadian Institute of Planners.

OTHER REQUIREMENTS:

- A valid Class Five (5) Operator's License is an asset.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**