



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

URBAN PLANNER

Planning and Development – Job # P1270

CLOSING DATE: NOON – SEPTEMBER 26, 2024

JOB SUMMARY:

The Urban Planner will be responsible for preparing land use planning and related projects, research studies, reports and analysis required to support the department's Development Planning functions. The incumbent also serves as a Development Officer and will be responsible for responding to public inquiries on zoning related matters, processing complex development permit approvals, as well as issue Zoning Certificates (zoning confirmations and compliance letters).

The position reports directly to the Manager of Development Planning.

Starting Salary range: \$65,275 - \$76,806

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#)
[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or GED equivalency.
- Must have a graduate or undergraduate degree in planning which is recognized by the Canadian Institute of Planners.
- Must be eligible to become a full member of the Canadian Institute of Planners.

EXPERIENCE:

- Ideally, candidates will possess a minimum of (1) one to (2) two years of relevant experience, preferably working within a municipal government environment administering Municipal Development Plans and Zoning By-laws, including by-law amendments; processing development permits, and Planning Advisory Committee applications; and zoning compliance and confirmation letters.

LANGUAGE:

- English essential. The ability to communicate in both official languages is an asset, but not a requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of planning legislation and ability to perform legislative planning functions associated with the Community Planning Act.
- Strong theoretical and practical understanding of community planning principles, methods and procedures is demonstrated.
- Ability is shown to work independently and with minimal assistance.
- Awareness and understanding of current planning and development issues in city is demonstrated.
- Understanding of the Planning and Development Department's policies, priorities, processes and procedures is demonstrated.
- Must have extensive knowledge of Microsoft Office ((Outlook, Excel, Word, Power Point)
- Ability to utilize GIS Mapping program and data.
- Ability to initiate ideas and make sound judgments.
- Ability to effectively communicate both verbally and in writing.
- Good presentation skills.
- Ability to work with tight timelines.
- Ability to work effectively in a customer-oriented and collaborative working environment.

- Ability to meet, consult and deal in confidence with municipal officials and business/industry.
- Ability to identify, analyze and resolve complex planning and development concerns and issues.

CONTACT:

- This position will have significant impact on the image of the department and will have frequent contact with internal and external customers. Requires courtesy and diplomacy for exchanging information through calls from the general public, members of council, civic administration, media, heads of agencies, commissions, and local or national organizations. This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly.
- Requires behavioural characteristics that reflect the best interest of the corporation and the community at large.
- Must use judgment and a high degree of customer service skills in dealing with contacts. Must be professional and neat in appearance.

SUPERVISION:

- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.

CONDITIONS OF WORK:

- Normal working hours shall prevail, under agreeable working conditions in an office environment. This position will be required to work beyond the normal workday to attend regular public Council meetings, attend Planning Advisory Committee and other committee meetings, as well to process development applications in a timely manner to meet specific deadlines, deliver public presentations, facilitate public hearings and public consultation on municipal planning matters.
- Mental concentration is intense when interpreting regulations and drafting reports.
- This position frequently responds to upset individuals over the phone and in person including time spent at public presentations. There will be demands to give approval to applications that do not comply with regulations.
- Work under pressure of deadlines requiring the need to constantly reorganize priorities.
- Frequently required to attend evening meetings and make public presentations.
- The working conditions are in concurrence with the CHEA/PSAC Local 60200 Collective Agreement