

Job Title: Planner III, Community Development

Requisition ID: 3215

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Development Planning, Subdivisions

Job Location: Fort McMurray

Pay Level: PL18

Market Rate: \$ 73.00

Permanent Rate: \$ 74.46 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 01/03/2025

Closing Date (dd/mm/yyyy): 16/03/2025

Posting Type: Internal and External

***This position's pay rate has been adjusted to reflect current market conditions. The non-market/evaluated start rate of pay for this position is \$63.08.*

GENERAL DESCRIPTION:

Under minimal supervision, the Planner III, Community Development provides an advanced level of planning knowledge and expertise on a wide range of community development and planning functions. This will include leading teams, managing projects and development applications, as well as coordinating meetings and leading negotiations with clients and stakeholders to achieve municipal planning goals and to promote sound planning principles.

RESPONSIBILITIES:

- Lead planning teams and complex projects including evaluation, negotiation, creation, implementation of (and amendments to) key planning documents such as statutory plans, the Land Use Bylaw, outline plans, design briefs, and development agreements.
- Perform duties of the Development Authority for the municipality by reviewing and making informed decisions on development applications including permits, subdivisions, and amendments.
- Coach, train, and mentor planners, enforcement officers, and support staff to increase the team's skills and knowledge in planning matters and processes.
- Prepare and present planning reports to municipal Council, boards, committees, and other stakeholders.
- Represent the branch with various stakeholder groups to advocate for planning processes and policies.
- Identify emerging land use and development issues and opportunities. Lead and research special projects/initiatives, land use planning studies and development analysis.
- Present and explain land use, planning, subdivision, development regulations and municipal application requirements and processes to owners, applicants, consultants, citizens, public and private agencies, and elected officials.
- Support enforcement and compliance efforts in accordance with the provisions in the Land Use Bylaw.
- Prepare for and lead public engagements on a variety of planning projects.
- Through public engagement and customer service enquiries, facilitate conversations, receive feedback, and provide professional planning advice and interpretation on matters related to various planning projects.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Sound knowledge of the planning hierarchy in Alberta, provincial planning statutes (such as Municipal Government Act, Subdivision & Development Regulation), municipal by-laws, and a high-level knowledge of related standards.
- Ability to read and interpret technical construction drawings, Provincial Acts and Regulations, municipal plans and bylaws, procedure manuals, and other guidelines and documents.
- Ability to prepare concise written reports and clearly explain recommendations and application requirements to the public, elected and appointed officials.
- Broad knowledge of integrated land use and infrastructure planning, planning law, and urban design.
- Demonstrated ability to communicate effectively and tactfully with a proven ability to coordinate complex and difficult land use, planning, and development projects.
- Proficient in various computer programs including, but not limited to Microsoft Office (Excel, Word, PowerPoint, Project), Adobe, AutoCAD and ArcGIS.
- Respond to difficult situations in a professional manner, while maintaining composure.
- Project management skills and the ability to coordinate and prioritize work activities.
- Strong multitasking skills and the ability to manage a high volume of projects and priorities simultaneously.

EDUCATION AND EXPERIENCE:

- Degree in Urban and Regional Planning or another related degree program is required.
- Five (5) years' experience in urban and regional planning, geography, land development, and/or urban studies.
- Experience to include two (2) years of overseeing planning projects and monitoring/assigning work to junior planners.
- A degree from a university accredited by the Canadian Institute of Planners is preferred.
- Certification as an accredited planner in Canada (MCIP) is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- 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, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. 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.

To apply: Please visit our website at jobs.rmwb.ca

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.