



Planning Technician – Planning & Environment
(Full-Time – 12-month fixed-term contract)

As the Planning Technician you are joining our dynamic team of Planning and Environment professionals who are committed to “Take Care of Banff” by ensuring the Town of Banff’s built environment reflects the beauty, heritage, and natural grandeur of Canada’s premier national park.

In this 12-month fixed-term contract the Planning Technician will support the planning team during a period of high development activity by delivering a variety of front-line Planning services. This role is primarily responsible for processing applications for signs, accessory dwellings, sidewalk seating, outdoor merchandising, small-scale changes-of-use and other small-scale development permits.

You have a keen eye for detail and an ability to understand technical drawings commonly associated with development applications. This, combined with interest and enthusiasm for learning and developing your skills in reviewing applications for compliance with applicable legislation, will enable you to succeed in supporting the planning team during this period of unprecedented housing development. You have an uncompromising work ethic with superb written and verbal communication skills in order to provide exceptional customer/client and team support.

Having experience with land use, development and design review processes as well as policy analysis and interpretation will be helpful in navigating the complex policy and land development issues unique to our town. You will work with residents and their consultants on acceptable development applications as part of the development process. You will apply inherent competencies to successfully multi-task and exercise sound judgment in decision making.

Formally you have a recognized post-secondary certificate or training as a Planning Technician, or in Urban Planning, Land use planning or a similar field. We look forward to reviewing your background, skills and natural talents and to providing you with an opportunity to apply your diverse perspectives and skills in our mountain resort community setting.

Working safely is a condition of employment at the Town of Banff. As part of our internal responsibility system, all employees are accountable for adhering to Occupational Health and Safety legislation and Town of Banff safety protocols. The Town of Banff’s safety culture philosophy is one of continuous improvement, so we look forward to your suggestions to make our workplace even safer.

“Taking care of Banff: our Community, our People, our Park.”

The salary range for this position is \$68,500 to \$72,500 per year.

To apply please submit a copy of your resume and cover letter, no later than 4:30 p.m., July 28, 2025, to:

Email: jobs@banff.ca

Fax: 403.762.1260

Drop Off: 110 Bear Street

Mail: Town of Banff, Box 1260, 110 Bear St., Banff, AB, T1L 1A1

The Town of Banff appreciates the interest from all applicants and will directly contact those being considered for an interview.



For more information about why the Town of Banff could be your next great career move, please visit banff.ca/careers.