



Supervisor, Development Control and Permitting (Permanent) Planning and Development Department

**Position Type/
Hours:** This is a permanent full-time position working seventy (70) hours bi-weekly within the Community Development Planning Branch of the Planning and Development Department. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position
Description:** The Supervisor, Development Control and Permitting, is responsible for providing guidance and support to identify land use development issues that will impact the Municipality. The incumbent leads a team and sets priorities in developing, implementing, and evaluating statutory plans, policies, and procedures. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently, and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the Municipality's best practices. Analyzes the effectiveness of departmental programs and make suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals.

Departmental Guidance: Supervises development approval process as per provisions of the Land Use Bylaw and the Municipal Government Act. Negotiates with builders and land developers as part of the land development regulatory process. Supervises implementation of Statutory Plans. Supervises development of amendments to the Land Use Bylaw. Develops, maintains, and monitors public consultation process. Participates in the Subdivision and Development Appeal Board process.

Qualifications:

- Degree in Regional and Urban Planning.
- Five (5) years of experience in a municipal planning environment with a minimum of two (2) years of experience in a leadership/supervisory role.
- Master's degree in Urban or Regional Planning preferred.
- Designated Planner is an asset.
- Certified Planner with membership in Canadian Institute of Planners and Applied Land Use Planning Certificate are assets.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.
- An equivalent combination of education and work experience may be considered.

You will possess the following:

- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent interpersonal, analytical, and communication skills both verbal and written, as well as a demonstrated ability to assess situations from a business perspective.
- Strong team player with a collaborative style and project management and facilitation skills.
- Proven customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts.
- Adherence to administrative directives, policy, and legal requirements with knowledge of multicultural and other diversity and inclusion issues and strategies.
- Proficient in various software applications.
- Ability to understand and follow direction given by direct supervisor.
- Sound, practical judgment using independent decision making.
- Ability to read and interpret engineering, architectural and site plans, and understand specifications.
- Must have sound knowledge of zoning, municipal by-laws, and provincial planning statutes.
- A valid Alberta Class Five (5) driver's licence is required.

Salary: Competitive Salary

In addition to the rate of pay, we offer other attractive incentives:

-an extensive employer paid benefits plan

-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:** 006190

Closing Date: Open Until Filled

Posting Type: Internal & External (Repost: June 29, 2021)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.