



**Planner II (Temporary)
Planning and Development Department
CUPE 1505**

**Position Type/
Hours:** This is a temporary position working seventy (70) hours bi-weekly for approximately six (6) months within the Community Development Planning Branch of the Planning and Development Department. This position is within the CUPE 1505 Bargaining Unit. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position
Description:** Under general supervision the Planner II will research, prepare, and present statutory documents, specialist reports, studies, and statistical analysis for planning projects. They will also assist with the investigation and analysis of community planning issues to address future growth requirements. In addition, this position will provide back-up coverage for the subdivision and development functions.

Primary responsibilities include but are not limited to:

- Compile and analyze data on demographic, economic, legal, political, cultural, physical, sociological, geographic, and technical factors which affect community and regional development.
- Assist with the review of applications for proposed subdivisions, as well as study development possibilities and requirements; may be requested to prepare reports and recommendations for approval of subdivision plans.
- Research and prepare reports and recommendations for presentation to Council.
- Develop annual goals/objectives.
- Actively contribute to Department Business Plan.
- Conduct municipal and provincial land use and development issues studies and prepare recommendations for policy changes and review by senior planners.
- Prepare, in accordance with approved plan preparation process, statutory planning documents, planning reports, specialist studies, design concepts, and land use control documents.
- Assist with planning projects, prioritizing activities within project plans and determining resources required to complete projects.
- Provide knowledge, experience and guidance for the Planner I's. May coach and provide project leadership and advice on complex projects.
- Perform other related duties as required.

Qualifications:

- University Degree in Urban and Regional Planning, Geography, Architect, Engineering, or related discipline is required.
- Minimum of three (3) years directly related experience is required.
- Knowledge of GIS (ESRI) is an asset.
- Membership in the Canadian Institute of Planners is an asset.
- A valid Alberta Class Five (5) driver's licence is required.

You will possess the following:

- Effective verbal and written communication skills for preparing and presenting planning reports and projects.
- Demonstrated ability to tactfully handle complex and difficult planning and development enquiries; effective interpersonal, analytical and organizational skills.
- Creative problem-solving skills and group facilitation skills.
- Proven ability to read and interpret engineering plans, drawings, and specifications.
- Must be willing to attend meetings outside regular work hours and work outdoors in all weather conditions.

Pay Level: 14

Salary Range: \$50.30 (Temporary Rate)

**All CUPE job rates are currently under review and subject to change.*

**In addition to the rate of pay, we offer:
-an additional bi-weekly payment of \$480 which represents a cost of living allowance**

**Requisition
Number:** 006443

Closing Date: January 16, 2022, at 11:59 PM

Posting Type: Internal & External (Posted: January 1, 2022)

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.