

Planner I - Development Approvals and Inspections Job Number: 42959

The City of Edmonton is recognized as one of Alberta's Top Employers and continues to attract and retain employees who are passionate about their community, proud of the work they do and committed to making Edmonton a great place to live, work and play.

As part of the Development Approvals and Inspections team, the Planner I will provide professional planning services to customers that include private companies, lawyers, the development industry, outside agencies, and individual citizens. The Planner will conduct reviews and render decisions on development permit applications in accordance with the City's Zoning Bylaw and other applicable legislation.

With a focus on the City of Edmonton's Cultural Commitments to Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Review, exercise discretionary authority and render decisions on development permit applications in accordance with City of Edmonton Zoning Bylaw 12800, Municipal Government Act, statutory plans, and other relevant guidelines and policies
- Analyze details of planning proposals, conduct negotiations and inspections if required
- Respond to land use planning inquiries, either verbally or in writing, from City Council, the public, private companies, and other City employees
- Perform site inspections to confirm compliance with approved plans, including enforcement and documentation
- Prepare and present synopsis on development proposals to the Edmonton Design Committee
- Prepare reports and attend the Subdivision and Development Appeal Board hearings to provide information and justify development permit decision
- Provide advisory services to a variety of clients, at the Customer Service Centre counter or by appointment, including other department members, civic administration, the development industry, external stakeholders and citizens regarding zoning, inspections, legislation, development permitting, and application procedures
- Research zoning issues related to business licences, permits, and compliance certificates
- Provide recommendations on Zoning Bylaw amendments and participate on draft bylaws
- Perform other related duties as required

Qualifications:

- Bachelor's degree in Urban and Regional Planning, Architecture, or a related field
- At least two years of planning experience directly related to land use planning and development control, including experience with site plan control and the development permitting process
- Possess sound knowledge and experience with City of Edmonton Zoning Bylaw 12800, relevant statutory and non-statutory plans and planning policies, and relevant sections of the Alberta Municipal Government Act
- Strong understanding of the development permitting process and procedures
- Excellent ability to communicate in writing and verbally, including presentations skills as required
- Skillful in negotiating competing interests, problem solving, and resolving conflict
- Working knowledge of personal computers in the Google Suite environment
- Working knowledge of the principles and practices of urban and regional planning
- Knowledge of drafting terminology and the ability to read building construction plans
- Excellent interpersonal, teamwork and customer service skills
- Ability to manage multiple competing priorities and effectively accomplish task
- Demonstrated ability to achieve results in the context of a respectful, inclusive and service-minded style
- Embrace the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, and foster an environment that encourages others to do the same
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

COVID-19 Notice: The City of Edmonton has implemented a COVID-19 Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy (bit.ly/3IKwb6j) and COVID-19 Vaccination Procedure (bit.ly/39BICMt).

***Up to 5 temporary full-time positions for up to 11 months
in accordance with Article 18.02 of the Collective Agreement***

Hours of Work: 33.75 hours per week

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

Salary: \$45.846 - \$57.931 (Hourly)

Talent Acquisition Consultant: HM/JB

Classification Title: Planner I

Posting Date: Mar 4, 2022

Closing Date: Mar 18, 2022 11:59:00 PM (MDT)

Number of Openings (up to): 5 - Temporary Full-time

Union: CSU 52

Department: Development Services

Work Location(s): 5th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Job Posting

Edmonton