



Make working for
The City work for you.



Senior Planning Technician - AMENDMENT

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Senior Planning Technician, you will evaluate and manage a variety of development permit applications or subdivision related applications (e.g. subdivisions, outline plans and land use planning and design). Within Community Planning, you will work in a high-volume, fast-paced, collaborative, multi-disciplinary environment while providing strong customer service to various stakeholders.

On the Technical Subdivision Team, primary duties include:

- Consult with applicants, Ward Councillors and community members to negotiate and resolve development issues.
- Review subdivision and/or development permit applications for adherence to current City policies and bylaws.
- Recommend decisions on tentative subdivision plans to the development and subdivision authorities and Calgary Planning Commission.
- Collaborate with planners and engineers on evaluating outline plans and land use design patterns
- Ensure final documents for registration at Land Titles Office are accurate and match the approved tentative plans.

On the Technical Planning Team, primary duties include:

- Evaluate, process and recommend decisions on development and condominium applications.
- Interact directly with customers and provide advice on the Land Use Bylaw rules.
- Evaluate and process development permit applications.
- Prepare information for the general public, community associations and Ward Councillors.
- Present applications to the Subdivision and Development Appeal Board.
- Participate in business process review and improvement initiatives.

Qualifications

- A completed 2 year diploma in a discipline related to municipal planning, architecture or building construction and development with at least 5 years of related technical experience; OR
- A related degree and at least 3 years of relevant experience.
- Working knowledge of Alberta planning legislation.
- Working experience interpreting the Land Use Bylaw is considered an asset.
- Effective communication, well-developed analytical skills, high attention to detail and accuracy.
- Sound judgment and decision-making skills.
- Strong planning and organizational skills when handling increased workloads.
- Ability to work independently and in a diverse, inclusive team environment.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- All City of Calgary employees are expected to be vaccinated against COVID-19. For more information, please refer to the [COVID-19 Vaccination Policy](#).

Union: CUPE Local 38 Position Type: 2 Permanent & 2 Temporary (up to 23 months) Compensation: Pay Grade 11- \$40.05 - 53.55 per hour Hours of work: Standard 35 hour work week Audience: Internal/External AMENDMENT: Qualification assets	Business Unit: Community Planning Location: 800 Macleod Trail SE Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle. Apply By: February 17, 2022 Job ID #: 305024
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Apply online at www.calgary.ca/careers