

Planning and Development Technician

Are you a professional and experienced Planning and Development Technician looking for your next new role? Do you enjoy providing superior customer service and conflict resolution? How about responding to land use and development inquiries and review development permit, subdivision, and rezoning applications on behalf of our client municipalities? If so, we want to hear from you!

A Little About Us

We are engineers, technologists, planners, landscape architects, scientists, and their support teams that work together to deliver infrastructure, minimizing environmental impact and maximizing benefit to the community. We work hard and play hard because that is what #ISLLIFE is all about! Check us out on Instagram, Twitter, and LinkedIn.

ISL's Community Development Team bring decades of experience in both urban and rural communities – providing planning policy and land development leadership across Western Canada with the support of a full-service engineering firm. Our team is based on a foundation of:

- collaborative partnerships with all levels of government and the private sector
- a reputation as the consultant who helps our clients successfully marry the visionary to the practical, delivering solutions that enhance the communities that we serve

A Little About You

Your cover letter must demonstrate:

- Your approach to conflict resolution, professionalism and diplomacy when dealing with the public

Your resume should show us:

- Diploma in Architectural Technology, Urban and Regional Planning Technology, or a related diploma program
- A minimum of 2 years experience in land use and development review and permitting, preferably in the public sector
 - We will also consider 3 years of directly related Development Clerk experience in land use and development review and permitting, preferably in the public sector, and an Applied Land Use Planning (ALUP) Certificate from the University of Alberta or an equivalency
- Knowledge of planning and architecture in relation to land use planning and development issues in a municipal context
- Understanding of the Municipal Government Act, planning terminology, practices and procedures and standards, and work methods applied within a planning environment.
- Proficiency with computer data gathering and analysis techniques, and the ability to organize, create, modify, and present effective presentations to target audiences

Bonus points for:

- Previous experience in private consulting
- Experience in the application of municipal and provincial regulatory provisions
- Working knowledge of AutoCAD, ArcGIS, and/or Adobe Creative Cloud (Adobe Illustrator, InDesign, and Photoshop)
- Membership in the Community Planning Association of Alberta, Alberta Development Officers Association, Alberta Professional Planners Institute

A Little More About the Role

Responsibilities:

In your primary role, under the guidance of the Community Planning Manager and our Planning Services Project Managers, you will:

- Provide prospective applicants with knowledgeable and timely responses to inquiries respecting land use and development questions and application procedures for development permits, subdivisions, and re-zonings
- Complete intake and screening of land use and development applications
- Circulate referrals and notifications, and prepare notifications for public hearing
- Contribute to recommendations for development permits, subdivisions, & re-zonings
- Prepare Council agenda packages, and make presentations to Council and administration as well as planning commissions and appeal boards if necessary
- Prepare approval notices and complete endorsement procedures
- Conduct research to provide a wide range of planning and design solutions as part of a team or independently, with minimal supervision, and clearly communicate the results verbally and in writing to colleagues and clients
- Be familiar with research methods, current policy, and regulations in Alberta, and demonstrate understanding of concepts and best practices to provide recommendations to team members and clients on planning and development projects
- Leverage your strong verbal and written communication skills including public speaking, report writing, letter composition, and presentations to municipal administrations, planning commissions, appeal boards, or municipal councils
- Travel as required to visit job sites, clients, and events throughout Alberta and maintain regular hours at client offices on a periodic basis if required

Want to find out more about this or other ISL career opportunities?

Visit us online at <https://islengineering.com/about/join-the-team/>