

PLANNER LEVEL 1

Position ID: J0424-0325

Job Type: Full Time

Department: Planning and Development

Number Of Positions: 1

Closing Date: May 15, 2024

Min Salary: \$76,253.00/Year

Max Salary: \$95,316.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The City of Airdrie is seeking a Planner I to join our Planning and Development team. This position acts as a front-line resource to the public and provides information, interpretation and direction in relation to the City's Land Use Bylaw, regulations, policies and processes. This position also provides knowledge and technical guidance to our customers on the application process and requirements.

Responsibilities Include:

- Act as a key resource to the public and the development industry
- Collect, compile and analyze data and information pertaining to land use planning
- Analyze, review and make decisions on development permit applications and prepare the associated reports
- Review and process various planning applications including:
 - Change of use (tenancy), home-based business, secondary suite, sign, major variance and accessory development permits
 - Complex certificate of compliance and encroachment agreements
 - Plot plans
 - Land use bylaw amendments
- Manage the application review process to ensure files are processed in a timely and efficient manner
- Ensure compliance with the Municipal Government Act, regulations, bylaws, agreements, policies and procedures
- Work with various internal and external stakeholders with regard to current and future development projects
- Prepare and present planning reports and applications to Council and the public as required (e.g., Municipal Planning Commission, Subdivision & Development Appeal Board, Community Services Advisory Board)
- Assist with the preparation, updating and administration of the Municipal Development Plan, Land Use Bylaw and other planning and land development regulations
- Conduct site inspections for the purpose of data collection or to ensure compliance with the Land Use Bylaw and other regulations
- Assist with enforcement functions as required and coordinate actions with development compliance and

municipal enforcement

- Conduct research on relevant planning matters; prepare qualitative and quantitative analysis to inform policy recommendations
- Recommend amendments to the City's Land Use Bylaw based on current trends and emerging legislation within the development community
- Develop and implement business improvements to benefit customers and the city

You Bring:

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) or; a degree in a planning related discipline and a minimum of 2 years planning experience or; a Diploma in technical planning, engineering, or architectural technology or completion of the Alberta Applied Land Use Planning Certificate and 4 years of experience
- Membership or eligibility for membership with the Alberta Professional Planners Institute (APPI) is an asset
- Solid understanding of appropriate legislative framework, development processes and the Municipal Government Act
- Experience in a municipal setting is an asset
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint)
- Previous experience with development application management tools (e.g., CityView) and document management software (e.g., eScribe) would be an asset
- Sound judgement and decision-making
- Well-developed analytical skills and high attention to detail
- Ability to work independently and in a team environment
- Strong written and verbal communication skills
- Strong research and analytical skills to clearly interpret legislation and bylaws
- Ability to establish and maintain effective multi-disciplinary working relationships
- Effective time management to handle multiple deadlines and tasks
- Ability to work within a high-volume, fast paced work environment, and to think and react quickly and effectively to problems that may arise

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full-time position (37.5 hours per week) and includes a comprehensive benefits and pension package.

This position requires travel between City of Airdrie facilities and customer locations.

Please provide a cover letter as a means of introducing yourself.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.