

Planning and Development Department Planning Technician

Why work for the Town of Canmore:

You will be working with amazing people who perform outstanding work. Our team is professional, dedicated, and passionate about our work of building community within the Rocky Mountain environment we call home. Our planning landscape includes a unique variety of issues and considerations that fill our work with new challenges, and an opportunity to apply concepts and approaches that are unique to Canmore. As an organization, the Town of Canmore exists to serve the community and visitors to Canmore, to support a sustainable future for all, and to ensure the most efficient and effective use of taxpayer dollars.

Position Overview:

The Planning Technician is responsible for delivering a variety of front-line Planning services in our busiest service area of residential permitting. This role is primarily responsible for conducting low-density residential development permit and building permit reviews within the Planning Department. Since this area generates a high permit volume, this role also engages regularly with applicants and answers questions about proposed development from the public. You will work within the context of a progressive municipal government with clear values and a distinct culture. We have a workplace that is committed to leadership development, collaboration, and holistic thinking, as well as sustainability, affordability, and the preservation of our mountain environment.

This is the ideal role for an individual who is not afraid to tackle a variety of tasks – no matter how big or small! Our ideal candidate will be a professional, personable, and supportive team player who can cultivate meaningful and collaborative relationships within the team and with the public. The ideal candidate for this position will enjoy working in a fast-paced environment and possess well-developed conflict-resolution skills to reach successful outcomes on a variety of planning issues.

Qualifications:

- Recognized post-secondary certificate in Planning Technician, Urban Planning, Land use planning or similar field (e.g., GIS and Urban Planning, Land & Water Resources diploma) – **required**

Abilities and Experience:

- At least one year of work experience developing and reviewing construction drawings for compliance with applicable municipal and provincial requirements – **required**
- Ability to read and interpret construction drawings – **required**
- Advanced proficiency with Microsoft office programs (particularly Excel), with the ability to independently create and edit a variety of documents and spreadsheets – **required**
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities – **required**
- Experience with CityView and reviewing plans in BlueBeam – **preferred**
- Experience with AutoCAD – **preferred**
- Experience with InDesign – **asset**
- Experience in a municipal setting – **preferred**

Work Schedule

Monday to Friday 8:30 am to 4:30 pm (35-hour work week)– flexibility required based on operational needs.

Salary & Benefits

- Salary Range- \$46.92 to \$49.52 per hour to start. Compensation will be calculated based on the successful candidate's related work experience and education.
- Competitive benefits package, & health spending account
- Generous RRSP matching plan
- EDO-Earned Day Off program eligible position- Extra day off every three weeks
- Personal development & learning opportunities
- Positive work culture
- Hybrid Eligible Position (in-person presence required based on operational needs)
- Work-Life Balance

Closing Date for Applications: This posting will remain open until **Thursday, April 18, 2024, at 10:59 pm MST.**

How to Apply: To apply, please visit the [job ad on our website](#), and follow the how-to-apply instructions in the job posting