

# Job Title: Planner II

**Requisition ID:** 685

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Department/ Branch:** Planning and Development, Community Development Planning

**Job Location:** Fort McMurray

**Pay Level:** PL14

**Start Rate:** \$ 50.30

**Permanent Rate:** \$ 59.25

**COLA:** Bi-Weekly - \$480

**Closing Date:** Open Until Filled

**Posting Type:** Internal and External

\*All CUPE Job rates are currently under review and are subject to change.

## GENERAL DESCRIPTION:

Under general supervision, the Planner II will research, prepare, and present statutory documents, specialist reports, studies, and statistical analysis for planning projects. The incumbent will also review and make decisions on development applications and subdivisions. In addition, the incumbent will also assist with the investigation and analysis of community planning issues to address future growth requirements.

## RESPONSIBILITIES:

- Lead projects including evaluation, negotiation, creation, amendment, and implementation of key planning documents such as statutory plans, Land Use Bylaw, outline plans, design briefs, and development agreements.
- Compile and analyze socio-demographic and economic data and technical factors that affect community and regional development.
- Perform duties of the Development Authority for the municipality by reviewing and making informed decisions on development applications, including permits, subdivisions, and amendments.
- Review and prepare development agreement(s) pursuant to development approvals and negotiate requirements with the applicants.
- Through public engagement and customer services inquiries, receive input and provide professional planning advice and interpretation on matters related to various planning projects to internal and external stakeholders.
- Prepare reports for Boards, Committees, Management, and Regional Council, and assist with and deliver presentations as required.
- Initiate and support actions to enforce compliance with provisions of the Land Use Bylaw.
- Provide technical guidance to internal and external stakeholders and members of the public to facilitate the development process.
- Promote knowledge sharing and learning opportunities to other planning staff by providing advice and project leadership.
- Perform other related duties as required.

## QUALIFICATIONS

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Technical knowledge of the planning hierarchy in Alberta, provincial planning statutes (such as Municipal Government Act, Subdivision & Development Regulation), municipal by-laws.
- Effective verbal and written communication skills for preparing and presenting planning reports and projects.
- Demonstrated ability to tactfully handle complex and difficult planning and development inquiries.
- Ability to read and interpret technical construction drawings, Provincial Acts and Regulations, municipal plans and bylaws, procedure manuals, and other guidelines and documents.

- Proficient in various computer programs including, but not limited to Microsoft Office (Excel, Word, PowerPoint, Project), Adobe, AutoCAD, and ArcGIS and working knowledge of data visualization tools such as Microsoft Power BI, R.
- Works collaboratively and productively with co-workers and actively contributes to team activities
- Promotes creativity by proposing innovative ideas and new solutions to problems.
- Ability to deal courteously and effectively with a diverse range of people, using judgment, tact, and sound decision-making skills, sometimes in conflict situations.
- Strong multitasking skills and the ability to manage a high volume of projects and tasks simultaneously.
- Ability to conduct research, prepare comprehensive reports and studies, and remain current with industry practices relating to planning.

#### **EDUCATION AND EXPERIENCE:**

- Degree in Urban or Regional Planning, or a related degree program is required.
- Three (3) years of directly related experience is required.
- Knowledge of GIS (ESRI) is an asset.
- Membership in the Canadian Institute of Planners is an asset.

#### **OTHER REQUIREMENTS:**

- A valid Class Five (5) Operator's Licence is an asset.

#### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.  
Late applications will not be accepted.**