

## **SUBDIVISION PLANNER**

Position ID: J0124-0197

Job Type: Full Time

Department: Planning and Development

Number Of Positions: 1

Closing Date: February 16, 2024

Min Salary: \$85,598.00/Year

Max Salary: \$106,997.00/Year

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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 Subdivision Planner supports the development approval process by providing planning and technical support in the review of subdivision applications and plot plans. This includes providing expertise in the review of subdivision drawings for compliance with municipal and provincial regulations, referral review, and preparing draft legal documents such as caveats. The Subdivision Planner works to implement and execute subdivision servicing agreements, including requirements related to offsite levies and performance securities. The position requires a thorough knowledge of related acts and regulations and the planning process in Alberta.

Responsibilities include:

- Interpreting the policies and direction of Area Structure Plans and Neighborhood Structure Plans into a subdivision application/approval
- Reviewing, evaluating and processing subdivision and condominium applications, taking into consideration statutory plans, land use regulations, servicing standards and provincial legislation
- Interacting with the general public through front counter, telephone and written inquiries and referrals as may be required to convey planning related information
- Liaising with other business units on planning matters and providing technical support on subdivision circulations and transmittals of decision, legal documents, Subdivision Servicing Agreements (SSA) and condominium certificates
- Preparing, tracking, and administering Subdivision Servicing Agreements (SSA) and coordination of associated endeavors to assist
- Communicating with Alberta Land Titles on subdivision registration requirements
- Providing support in the monitoring of the subdivision process, dealing with concerns and performing site inspections relating to Subdivision Servicing Agreements
- Coordinating with Engineering Services to process stripping & grading permits relating to subdivision, environmental reclamation / remediation and development permits
- Managing the endorsement of registration documents for approved subdivisions to ensure the City's interests are protected
- Representing the City in discussions with the Development and Building Industry, including negotiating timeframes and costs for infrastructure requirements as they relate to subdivision activity
- Preparing and presenting reports for Council, Municipal Planning Commission, the senior leadership team and the Subdivision and Development Appeal Board as required
- Developing and implementing 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/diploma in a planning related discipline, such as engineering technology, land surveying and geomatics
- Professional Membership or eligibility for membership with the Alberta Professional Planners Institute (APPI) or Association of Professional Engineers and Geoscientists of Alberta (APEGA) or Alberta Land Surveyor Association (ALSA) would be an asset.
- 3-5 years' of experience in planning and development with 2 years' or more of subdivision processing experience (municipal experience is an asset)
- Knowledge and working proficiency with the Alberta Municipal Government Act and Subdivision and Development Regulations and other relevant provincial and local land use legislation
- Experience reading and interpreting engineering drawings
- Experience with synthesizing information resources in a clear and concise fashion when processing applications
- Experience with the interpretation and application of relevant municipal / provincial policy to the processing of applications and the development and preparation of subdivision and planning documents
- Experience in writing and presenting technical reports
- Sound decision-making skills
- Strong time management skills to handle multiple deadlines and tasks
- 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
- Ability to work on several projects or issues simultaneously
- Ability to work independently and take initiative to identify and resolve subdivision application issues
- Ability to plan, organize, and schedule work to successfully meet deadlines
- Ability to communicate with a variety of stakeholders in a tactful, and professional manner
- Ability to work within a high-volume, fast paced working 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 [airdrie.ca](http://airdrie.ca).