

Planner I – 18 Month TERM



The Town of Cochrane is located in the breathtaking Bow Valley corridor in the foothills of the Rocky Mountains in southern Alberta. With a population of over 30,000 people, and growing steadily every year, Cochrane is a thriving town, surrounded by world-famous ranch country. Our western heritage is reflected in the Town's architecture and our friendly people. The Town of Cochrane welcomes innovative and skilled individuals to join our team of over 250 employees.

The Town of Cochrane is excited to recruit for the position of **Planner I (18-month TERM)** for the Town's **Planning Services** department. We are looking for an innovative and skilled individual to join our team!

Why should you consider working for us?

Our employees enjoy many **benefits** including competitive public sector pay, comprehensive health and dental benefits package, professional learning and development opportunities and the opportunity to work with other talented municipal professionals.

As an organization, the Town of Cochrane has a focus on **investing in people**. This is not a boring municipality. We are growing into an organization with a focus on transparency, **critical thinking**, curiosity, reflection and **innovation**. We support experimentation as part of the growth process and strive for continuous improvement. We are municipal employees, and we are accountable to all the residents of the Town of Cochrane. Want to be a part of this exciting time?

Ok, but what is a Planner I at the Town of Cochrane?

Reporting to the Manager, Planning, this position assists with the processing of statutory and non-statutory planning documents, development and subdivision applications, and the preparation of reports and presentations for the Cochrane Planning Commission, Council, and Subdivision and Development Appeal Board.

If you want to make a difference in our community and have an undergraduate degree in Urban and Regional Planning or a related field supplemented by experience in an equitable level position, we welcome your application for the Planner I position.

As the Planner I, you will:

- Facilitates the processing of development and subdivision permit applications.
- Facilitates the processing of compliance certificate applications.
- Reviews applications to ensure compliance with statutory and non-statutory planning documents.
- Facilitates the preparation of reports and recommendations to Town Council, Cochrane Planning Commission, the Subdivision and Development Appeal Board or other related committees. May provide presentation so those reports when required.
- Responds to customer inquiries regarding planning policy and procedures, development regulations and any current planning applications.
- Conducts research, provides administrative technical support and assists with project management for various planning-related projects.
- Attends evening meetings, open houses, etc. as required.
- Performs site visits/inspections in order to verify site conditions and development suitability.
- Provides input toward process improvements and work to implement efficiencies.
- Assists in the future development of statutory and non-statutory planning documents.

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If many of the following characteristics and skills describe you, we want to meet you!

Education and Experience:

- Bachelor's Degree in Urban and Regional Planning, Geography, Architecture, Engineering or a related discipline
- Experience in municipal or related planning environment
- Knowledge and understanding of Alberta Planning legislation and policy
- Experience with Microsoft Office applications as well as Adobe Acrobat or GIS considered an asset
- An equivalent combination of education and experience may be considered.

Skills and Abilities:

- Strong attention to detail
- Good oral/written/presentation skills
- Strong organization and time-management skills
- Ability to analyze and interpret technical information
- Ability to work independently and as a team member
- Ability to negotiate and problem solve within the scope/authority level of the position

Certifications, Licenses and/or Designations:

- Membership or eligibility for membership within the Alberta Professional Planners Institute (APPI)
- Alberta Class 5 driver's License
- Participation in the Town's Safety Training

The Town of Cochrane is committed to providing a healthy and safe work environment for all employees. As a Town of Cochrane employee, you must take reasonable care to protect your health and safety and that of others present at Town worksites, perform work safely, follow all relevant health and safety legislation, Town directives and procedures and attend all identified orientations and training.

Still interested? Here's how to apply:

- Qualified individuals are encouraged to submit your resume, and a letter stating how your experience match the required qualifications, skills, and abilities for this position.
- All qualified candidates will be requested to complete an online suitability survey
- Applications for this position will be accepted until **9pm MST October 8th, 2023** at www.cochrane.ca/jobs

We thank all applicants for their interest, however only those selected for an interview will be contacted. All applicants must be legally entitled to live and work in Canada.

Land Acknowledgement

In the spirit of reconciliation, we acknowledge that we live, work and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.