

Why work for the Town of Canmore? You'll 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.

For a full position description, please click [here](#).

Attributes: The ideal candidate for this position will need to have a collaborative work style, strong organizational and conflict resolution skills in order to reach successful outcomes on planning issues. In addition, you must also have: a post-secondary certificate in Planning Technician, Urban Planning, Land Use Planning or similar field; a minimum of 2-4 years' work experience in Planning required with specific experience in reading architectural drawings and other technical plans, working in a fast-paced environment and customer-service; with experience before Planning Commissions or Boards being an asset. Membership in the Canadian Association of Certified Planning Technicians would be an asset.

Compensation: This is a Full-time (35 hours per week). The salary for this role is between \$41.99 - \$44.33 per hour compensate based on experience.

Closing Date for Applications: This posting will remain open until **Sunday, February 6th, 2022**

How to Apply: To apply, please upload your cover letter and resume (PDF or Word), and click the "Apply Now" button below. To help us learn more about you, in your cover letter please clearly detail the following:

1. *Why do you want to work as a Planning Technician for the Town of Canmore?*
2. *What skills, experience, and (most importantly) attitude will you bring to enhance the team and enrich our community?*

The Town of Canmore is an inclusive and equal opportunity employer. All applicants will be considered for employment without attention to age, colour, race, gender, ancestry, ethnic origin, disability or sexual orientation. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, hr@canmore.ca