



Position Summary

Reporting to the Supervisor, the Development Technician is responsible for application intake and initial review of planning, development permit, and building permit applications. The role is also responsible for providing a high quality and responsive service to customers with development-related inquiries. The Development Technician is required to undertake regular research of legislative, policy and bylaw requirements in completing Real Property Report reviews, Land Use Bylaw reviews, and use agreement approvals. With progressive experience, the position provides the opportunity to process simple development and building permits, together with other forms of approvals. Administration of the County's planning and building software and databases is another key task required of the role.

Core Accountabilities

Technician Duties

- Review plans, engineering, and permit documents, and other pertinent information to verify accuracy and completeness of planning, development, building, plumbing, gas, electrical, and private sewage permit applications.
- Ensuring permit applications meet the requirements of permit regulations, the Safety Codes Act, the Land Use Bylaw, and statutory plans.
- Assist customers with a variety of planning, development, and safety code related enquiries.
- Process and issue minor development permit, planning applications, plumbing, gas, electrical, and private sewage permits, when authorized, and meet with applicants as necessary.
- Participate in pre-application meetings with developers/applicants to discuss proposed applications, as required.
- Lead by example, by providing superior customer service as well as following and promoting industry best practices and County values and objectives.
- Prepare a variety of notices and correspondence on decisions, agendas, notices and advertisements, including appeal documentation.
- Prepare monthly statistical reports relating to various development related applications, verify outlying data and submissions.

- Issue Certificates of Compliance and Confirmations of Land Use upon ensuring that all details have been thoroughly reviewed and are accurate.
- Administration and file management of issued permits, ensuring that projects are monitored, and appropriate timelines are adhered to, including investigating violations to County regulations and conditions of approval.
- Undertake site visits and complete related inspection reports for the purposes of development applications.
- Present to relevant board and committees, as required.
- Provide appropriate information to the public in-person, by phone, and in writing, noting applicable processes and regulations. Provide assistance to the various processes, including research of historical information, and other relevant assignments.
- Tend to all customer concerns and questions with respect and professionalism.
- Perform other administrative duties and special projects as assigned.

General

- This position requires excellent organizational and time management skills.
- Perform routine office tasks including data entry, file management, copying, etc.
- Assist in the preparation of statistical or internal department reports, correspondence, planning maps, and presentation materials.
- Supply internal assistance/discussions with other departments regarding Land Use Bylaw issues.
- Provide ongoing dialogue with applicants to ensure conditions are met prior to issuing permits.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Provide support to the section and department as required.
- Perform other duties and special projects as assigned.

Position Requirements

Completion of an Architectural/Building Certification, Planning Degree, or Land Use Certificate with a minimum of one (1) years of progressively responsible and diversified experience in an administrative, construction environment, and/or related municipal office.

- Familiarity of Municipal Government Act sections and requirements relevant to the position.
- Ability to demonstrate excellent organizational, prioritizing, time management skills and problem-solving skills.
- Ability for attention to detail, legibility, accuracy, and timeliness of activities.
- Proficient in reading construction blueprints and related construction documents.
- Knowledge of construction plans, construction terminology, construction practices
- Be fully competent in reviewing plans and applications for completeness and compliance with Land Use Bylaw, and related Statutory Plans.
- Familiar with legal land descriptions.
- Possess a pleasant personality with an ability to maintain harmonious relations with employees and external customers.
- Highly developed communication skills, with excellent telephone manners.
- Show initiative to assist customers to meet their needs.
- Ability to develop a working knowledge of the Development Support Services department's functions.
- Proficient in MS Office (Outlook, Word, Excel, and Power Point)

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: September 30, 2025 or until a suitable candidate is found.