

Job Title: Coordinator, Planning & Development

Requisition ID: 4587

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 2

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: M-F

Department/ Branch: Planning & Development Services, Development Permitting

Job Location: Fort McMurray

Pay Level: PL9

Start Rate: \$ 46.61

Permanent Rate: \$ 54.75 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 26/09/2026

Closing Date (dd/mm/yyyy): 01/11/2026

Posting Type: Internal and External

We strive to make our hiring process accessible to all candidates. If you require accommodation for the interview or any other part of the application process, please let us know.

ABOUT THE DEPARTMENT:

The Regional Municipality of Wood Buffalo (RMWB) is one of Canada's most unique and fast-evolving regions — a place where innovative thinking meets real-world impact. Our Planning and Development Department shapes where we live, work and play.

Planning & Development at RMWB is more than policies and plans, it's about creating vibrant, inclusive and sustainable communities. Join a collaborative team that leads long-term strategy, supports development initiatives, and partners with residents and community partners to build our shared future.

If you're passionate about smart growth and public service, this is your opportunity to make your mark.

GENERAL DESCRIPTION:

Under general supervision, the Coordinator, Planning and Development provides project, program, and service delivery support through communication and coordination with internal and external stakeholders. The incumbent is responsible for customer service and technical support, including the review of applications, report preparation, collection and maintenance of data, interpretation of plans, and preparation of graphics, maps and other related materials. The incumbent also responds to day-to-day enquiries, assists with analysis, and supports the management and optimization of processes.

RESPONSIBILITIES:

- Provide information and assistance regarding Land Use Bylaw, subdivision applications, and development agreement procedures.
- Support the implementation of studies, plans, and projects by maintaining accurate project documentation and status tracking.
- Prepare development, subdivision, and grant applications for circulation and review.
- File and distribute applications to applicable departments and agencies to ensure coordinated service delivery.
- Assist Planners to prepare reports related to land use and development; research, coordinate, and prepare recommendations and decisions.

- Provide technical support including research, analysis and interpretation of data, report compilation, and preparing presentations.
- Prepare plans, maps, sketches, renderings, graphics, or other materials.
- Read and interpret blueprints, maps, policies, and other related documentation.
- Input and manipulate spatial data into ArcGIS or other related software.
- Provide excellent customer service, responding to enquiries and providing support related to planning applications, procedures, and grant programs.
- Maintain and analyze data related to land use, engagement, and other related topics.
- Assist with the registration of municipal addresses.
- Assist with the administration of committee meetings and related planning and development engagements.
- Perform other related duties as required.

Poor judgement or errors may result in a negative impact on municipal image, loss of credibility and may cause inconvenience to the public.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning terminology and processes.
- Ability to read and interpret technical plans, drawings, policies, procedures, and other relevant guidelines or documents.
- Strong written and verbal communication skills.
- Ability to communicate respectfully and efficiently with internal and external contacts using judgement, tact, and diplomacy.
- Promote creativity by proposing innovative ideas and new solutions or approaches to problems.
- Ability to manage multiple tasks simultaneously.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work both independently and collaboratively while contributing to team objectives.
- Proficient with Microsoft Office applications (Word, Excel, Outlook, PowerPoint).

EDUCATION AND EXPERIENCE:

- Diploma in Land Use Planning, Social or Community Development, Urban Design, Architectural Technology, Business Administration, Office Administration, or related discipline is required.
- Two (2) years of experience in municipal planning, land use planning, community development, or related field is required.
- Experience reading and interpreting technical plans, drawings, and policies is required.
- Proven project management experience or certification is considered an asset.
- Experience with Adobe, ArcGIS, or related software is considered an asset.
- APPI Regulated members required or preferred.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class Five (5) Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be willing to work outside in all conditions.

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.

To apply: Please visit our website at jobs.rmwb.ca

Current employees must apply through the internal careers site.

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