



Make working for
The City work for you.



Facility Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Facility Planner, you will be instrumental in conducting the research, analysis and presenting the information necessary to support the development of the City's civic facilities in The City of Calgary. As a key member of the Facility Planning division in Project Development, you will assist Corporate Facility Portfolio Planners and Leaders with a wide range of tasks. Primary duties include:

- Collect, document and interpret service and facility needs at the portfolio and project level.
- Consolidate, organize and interpret facility and service data using analytical tools including Geographic Information System (GIS), AutoCAD, Excel, and Business Objects.
- Write reports that use data and visualizations to explain complex ideas and recommendations.
- Research the relevant Planning Policy, Building Codes, Land-use bylaws and other applicable policies and regulations.
- Conduct site visits to verify and document current conditions as required.
- Create and evaluate maps, site plans, floor plans and other design documentation.
- Develop and maintain metrics and prioritization criteria for capital projects.
- Assist senior staff leads in site-specific facility plans and proposals to deliver on service requirements.
- Assist in managing facility planning files under the guidance of senior staff.

Qualifications

- A degree in Planning, Architecture, Engineering, Facilities, or a related field and at least 3 years of relevant experience is required.
- Demonstrated ability to assess and interpret design, planning and policy information is essential for this role.
- Intermediate proficiency in Microsoft Office (Word, Excel, Outlook, OneNote and PowerPoint) and AutoCAD are required.
- Experience with data analysis and research, as well as experience using ArcGIS, Revit, and SketchUp, are assets.
- Success in this position requires critical thinking, attention to detail, tactical planning, strong communication, and creative problem-solving skills.
- Applicants should possess the ability to learn quickly, take initiative, adapt to changes in a dynamic environment, and collaborate with a team.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 2 Temporary (up to 18 months)
Compensation: Pay Grade 11 \$44.76 – 59.84 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Project Development
Location: 800 Macleod Trail SE
Days of Work: This position typically works a 5 day work week, with 1 day off in each 3 week cycle.
Apply By: June 30, 2025
Job ID #: 312133

Apply online at www.calgary.ca/careers