

Planning and Development Technologist

Position Summary:

Are you passionate about shaping communities and supporting sustainable development? We're looking for a Planning and Development Technologist who thrives on delivering exceptional customer service and interpreting complex regulations in a clear, customer-focused way.

In this exciting front-line support role, you'll be a go-to expert for customers navigating the world of planning and development. Whether it's developers, residents, or other key members of the community, you'll provide essential guidance on everything from municipal and provincial regulations—including the Municipal Government Act, Land Use Bylaw, and Safety Codes Act—to internal PDS policies and procedures. If you're someone who enjoys problem-solving, building relationships, and making a tangible impact in your community, this is the opportunity for you!

This posting is for 1 permanent full-time position and 1 temporary full-time position up to 9 months

Key Responsibilities:

- Provide information, interpretation and direction regarding Strathcona County's policies and processes to the development industry and general public
- Review incoming applications to confirm submission requirements are met and all relevant information is submitted, as well as investigate and advise internal/external clients on the status of applications
- Educate clients on application requirements and approval process and ensure clients understand what is required to fulfill an application
- Serve as the initial point of contact and the technical subject matter expert for Planning and Development customers (in person, by phone or via email) focusing on projects and environmental initiatives in context of the Environmental Framework, Invasive Plant Management Program, Wildlife Management Program, and associated procedures
- Research information for application requests by interpreting the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, Responsible Livestock Ownership Bylaw and other municipal regulations, policies and procedures
- Liaise with PDS staff with reference to various provincial/municipal development regulations and safety codes and provide accurate feedback and response to customers
- Read and interpret detailed construction plans, building plans, site plans, Real Property Reports, engineering supplements, schedules and specifications and Premise Identification (PID)

Qualifications and Skills:

- Diploma in Urban Planning or related discipline plus 2 years related experience in a planning environment, or a Degree in Urban Planning or related discipline
- Eligibility to become a member of the Safety Code Council with Designation of Powers
- Eligibility for membership in the Alberta Development Officers' Association
- Knowledge of the practices and principles of governing legislation, including the Municipal Government Act, the Land Use Bylaw, Municipal Development Plan, Safety Codes Act and other legislation

- Ability to read and interpret detailed construction plans, building plans, site plans, real property reports, engineering supplements, schedules and specifications in relation to the application process
- Strong understanding of community and land use planning in Alberta
- Thorough knowledge of the municipal planning and development approval process
- Solid analytical and problem-solving skills
- Excellent organizational, planning and time management skills to work efficiently within restricted timelines and adapt to changing priorities
- Ability to communicate effectively in a customer focused environment and maintain a high standard of accuracy and attention to detail
- Proficiency in POSSE, Microsoft Suite products, ADOBE Suite and Google Maps

Conditions of Employment:

- Submission of a Satisfactory Criminal Record Check

Who We Are:

Strathcona County is a specialized municipality located in the heart of Alberta. Our vision is to become Canada’s most livable community, where our workplace culture and identity are supported by our people plan and values of integrity, respect, safety, collaboration, and accountability.

Why Join Strathcona County: (depending on position)

- Competitive salary and comprehensive benefits package, which includes:
 - Extended health and dental coverage
 - Health and wellness spending account
 - Life and disability insurance
 - Retirement and pension programs
 - Earned day off program
 - Employee and family assistance program
- Commitment to employee development, through internal and external training and development opportunities
- Well-being programs and a safety culture focused on physical and psychological health in the workplace

Equivalencies of education and experience may be considered.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Strathcona County is committed to an inclusive, respectful, and equitable workplace that represents the community we serve. We welcome applicants from all backgrounds who can contribute diverse perspectives and experiences.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please apply on our website: [Planning and Development Technologist - Strathcona County Careers](#)