



Planning Technician

- Edmonton, Canada
- Full-time

IBI Group's Edmonton office is searching for a Planning Technician to join its growing team.

In this role you will be challenged and have the opportunity to work in collaboration with other departments, which strikes a seamless balance between functional design and aesthetic character. Projects include building design, public works, residential, land development and institutional projects.

IBI Group offers you a career you can Define...Discover It!

Responsibilities:

- Assisting staff on a variety of development related projects, undertaking planning and development investigations
- Assisting with the preparation of presentation material, preparing site plans, plans of subdivision and various concept plans in AutoCAD
- Preparing, monitoring, and expediting a full range of development applications which includes: Official Plan and Zoning By-Law Amendments, Plans of Subdivision
- Site plan control, consent, minor variance, development permit and sign permit applications and other duties as assigned
- Research and compile information on a variety of planning issues from multiple sources
- Knowledge of, and application of land use and zoning ordinances

Qualifications

- Planning technology diploma
- AutoCAD experience in a professional environment is required
- Strong AutoCAD skills (AutoCAD 2011/14 or Civil 3D)
- Working knowledge of Microsoft Word and Excel
- Good verbal and written communication skills
- Well focused and detail oriented
- Thrives in a team environment as well as able to work independently
- Working knowledge of Sketchup, In Design, or other graphic software is an asset
- Knowledge of the land development/municipal approval process is an asset
- Knowledge of, and application of land use and zoning bylaws is an asset

Please forward your résumé to rj.skyers@ibigroup.com