



## CHESTERMERE

### FULL-TIME EMPLOYMENT OPPORTUNITY – PLANNING AND DEVELOPMENT TECHNICIAN (REPLACEMENT OF AN EXISTING ROLE)

As Alberta's fastest growing municipality, the City of Chestermere has rapidly evolved from a charming summer village into a dynamic lakeside community for over 20,000 residents. The beautiful lake, excellent schools, safe communities, pleasant neighbourhoods, growing opportunities, and a 18 hole golf course all contribute to the ambiance of a family friendly oasis. By demonstrating Collaboration, Humour/Fun, Integrity, Professionalism and Accountability, employees at the City of Chestermere use their strengths and unique abilities to contribute to the vision of Chestermere becoming Alberta's Oasis.

The City is currently seeking a full-time **Planning and Development Technician** to join our Development and Infrastructure team. The Planning and Development Technician participates in building interdependent teams that work to achieve their objectives and, in collaboration with other departments, the overall vision of the City of Chestermere within the context of the Strategic Initiatives contained within the rolling 3 year Strategic Plan.

#### **Main responsibilities:**

- Provide level II technical support regarding:
  - Customer service inquiries, e.g., respond to inquiries from customers and staff related to development regulations or the Land Use Bylaw; provide knowledgeable technical advice and instruction regarding planning policies and procedures; provide customer service at the front counter; inform clients of the submission requirements for complete applications
  - Review and process of Residential Development Permits, e.g., decks, docks, retaining walls, basements, single and semi-detached houses, renovation, home businesses, demolition, accessory buildings; multi-residential developments and for submission to Building Safety Codes Officers for building permit review; provide enforcement support; review small-scale variance requests (for single and semi-detached dwellings, home business permits,); review real property reports for the issuance of stamps of compliance; review and prepare encroachment agreements for signature by owners and the City; compile and prepare reports for the Subdivision and Development Appeal Board; prepare notes for Land-Use Bylaw Amendments; as required, train new staff.
  - Support the review and processing of Utility Permits, e.g., support the administrative processing of electrical, plumbing and gas permits.
  - Review and process Commercial Development Permits, e.g., signage and commercial use permits; provide enforcement support; review Real Property Reports for the issuance of stamps of compliance; conduct Bylaw and planning policy checks to ensure proposals, applications, and Real Property Reports comply with applicable Land Use Bylaws
  - Administrative stakeholder communication and consultation support, e.g., preparation of public notices, maps and display boards; attend public meetings and provide assistance to staff; coordinate with other departments to share information related to specific projects as required; assist in the preparation and presentation of Planning applications for Development Authority meetings.
- As required, participate in the assessment of the current and future needs of the Planning and Development team, gathering input and feedback.
- Represent Planning and Development internally, e.g., undertake studies regarding policies, projects, and services.
- As required, participate in the enhancement and implementation of City and Department Policies and Procedures within legislative, regulatory requirements and best practices.
- Provide assistance to the Manager of Planning and Development on sensitive issues.
- Participate as a member of the Chestermere Emergency Response team in preparing and enabling the community to respond in the event of a local disaster or regional disaster.

#### **Consideration will be given to candidates who possess:**

- Diploma in a Planning and Development related field: Planning, Architecture, Civil Engineering, Geomatic, Engineering Design and Drafting or a related discipline.
- 2 years of related and progressive experience in a municipal environment or construction industry, including customer service with direct public contact experience.
- Clear Criminal Record Check deemed satisfactory by the City.

- Valid Class 5 Alberta Driver's License and a Driver's Abstract deemed satisfactory by the City.
- Maintain valid Standard First Aid CPR C and AED certifications.

#### **Expected skills and attributes**

- Customer-service experience in a municipal setting or similar office environment.
- Understand Real Property Reports and ensure compliance to applicable Land Use Bylaw requirements.
- Basic understanding of acceptable grading and proper drainage within a property.
- Ability to read and interpret construction drawings, complete mathematical calculations and conversions, and use a scale ruler in the interpretation of development applications.
- Ability to work on several projects or issues simultaneously, including research and data collection.
- Knowledge of governance issues, e.g., demonstrated ability to interpret municipal documents including Bylaws, policies and Codes.
- Communication skills with the ability to communicate effectively in written and oral form, e.g., maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with staff, the public and other stakeholders.
- Ability to balance the needs of stakeholders with the needs of the City.
- Strong work ethic and highly motivated, e.g., ability to work in a fast paced environment and respond to action requests and competing deadlines in a timely matter.
- Proficiency with MS Office, e.g. Word, Excel, PowerPoint, and Outlook, Autodesk AutoCAD, Adobe Graphic software, and GIS software.
- **Preferred skills and attributes**
- Membership or eligibility for membership with the Canadian Association of Certified Planning Technicians (CACPT).

***A detailed job description is attached. The City appreciates receiving resumes from all qualified individuals, however only those applicants who are short-listed for an interview will be contacted.***

Interested candidates are encouraged to submit their cover letter and resume referencing Job Competition 2017-Planning and Development Technician by Friday, December 8<sup>th</sup>, at 4:00pm

#### **City of Chestermere**

105 Marina Road, Chestermere, Alberta, T1X 1V7

**Attention:** J Gibeau **Email:** jobs@chestermere.ca **Fax:** (403) 204-2138