

Planning Technician, Development Permit Inspector
Job Number: 45167

Consider being a Planning Technician for the Inspections and Compliance Unit in the Development Approvals and Inspections Section. This is a great opportunity to learn about the City of Edmonton's Zoning Bylaw, to inspect the many unique and innovative developments occurring in the city, and to be part of an enthusiastic and collaborative team! As a Development Permit Inspector, your primary role will be inspecting newly built residential or commercial developments to ensure they comply with zoning bylaw regulations. You will use your familiarity with site plans, architecture drawings, and planning principles to review property histories, inspect those properties to determine if buildings conform to their approved plans and permit conditions, and communicate with residents and developers. The Planning Technician I may also support the Inspection and Compliance Unit's seasonal landscaping inspection requirements, and conduct enforcement-focused investigations of land use and residential living complaints. Critical elements of this position include:

- Improving Edmonton's livability through ensuring compliance with City of Edmonton Zoning Bylaw 12800 and the Municipal Government Act
- Providing information, interpretation and education regarding City of Edmonton Zoning Bylaw 12800 to development industry stakeholders, members of the public, and internal staff

Planning Technician within the unit carry out the following duties while upholding City of Edmonton's Cultural Commitments of being Safe, Helpful, Accountable, Integrated and Excellent:

- Manage a caseload of files and conduct inspections on commercial, industrial, and residential sites to ensure development and landscaping has been constructed in accordance with the approved plans, permits, and the Zoning Bylaw
- Research and investigate commercial, industrial, and residential property development and landscaping histories in accordance with the team's established procedures for file reviews, including reviewing development and landscape plans
- Follow the team's escalated enforcement model where necessary, determining when and to what degree enforcement regulations should be applied to files where development or landscaping has not been completed in accordance with approved plans, permits, or the Zoning Bylaw
- Prepare for and attend Subdivision and Development Appeal Board, provincial hearings, municipal hearings, and other legislative hearings to provide accurate accounts of evidence from the investigations and to justify inspection, approvals, or enforcement decisions
- Process and respond to a high volume of complaints related to the Zoning Bylaw and provide technical advice and instructions regarding policy and procedures
- Provide internal and external stakeholders with knowledgeable and timely responses to inquiries related to Zoning Bylaw contraventions
- Other related duties as required

Qualifications:

- A 2-year diploma in Planning, Enforcement, Landscape Architectural Technology, Architectural Technology or Civil Engineering Technology from a recognized institute of technology or community college
- Two years of experience in a combination of planning, inspections, horticulture, landscape architecture, landscaping, or enforcement is required; candidates with less than two years of experience may be considered at an opportunity concept level
- Demonstrated ability to apply critical thinking, ethical judgement, discretion, professionalism, and diplomacy when working through complex inspections, compliance, and enforcement matters
- Strong analytical thinking skills and demonstrated attention to detail
- Strong customer service and conflict resolution skills, with the ability to actively listen and communicate inclusively and respectfully, and to manage and resolve confrontational situations effectively
- Ability to obtain and maintain Bylaw Officer status
- Knowledge and experience with planning, landscaping, or enforcement terminology, practices, procedures, and work methods

- Ability to interpret regulatory, legal, and statutory documents including legislation and bylaws governing the business activities of the area, such as the Zoning Bylaw and the Municipal Government Act
- Proficiency and familiarity with reading and interpreting construction blueprints, landscaping plans, real property reports, and plan drafting techniques
- Demonstrated ability to conduct inspections and gather evidence in all weather conditions while working alone and maintaining a high standard of safety on active construction sites, or other commercial, industrial, or residential properties
- Experience making decisions based on interpretation of technical drawings, site plans, landscape plans, development conditions, standard operating procedures, and bylaws and legislation
- Strong organizational skills with the ability to work independently and with a high degree of accuracy without additional support, review, and proofreading
- Able to handle confidential and sensitive information according to the Freedom of Information and Protection of Privacy Act and corporate guidelines
- Exceptional organizational and time management skills with a demonstrated ability to prioritise high volumes of competing work
- Strong verbal and written communication skills, including public speaking, report writing, letter composition, stakeholder, as well as preparation and presentation of court materials
- Proficiency with: Microsoft Excel and/or Google Sheets, Microsoft Powerpoint and/or Google Slides and familiarity with other enterprise systems, including but not limited to, POSSE, CORES, SPIN, SAP, SLIM, and GIS
- Hire is dependent upon a Police Information Check satisfactory to the City of Edmonton
- Valid Alberta Class 5 driver's licence (or provincial equivalent); the successful candidate must supply their own transportation to be reimbursed in accordance with City of Edmonton policies, including obtaining a minimum of \$1,000,000 of public liability and property damage insurance for their personal vehicle
- Demonstrate service excellence, embracing diversity and promoting inclusiveness
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit (<http://bit.ly/3bH2Ztv>)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit (<http://bit.ly/2PLbz1w>)
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework [here:https://bit.ly/3hd2d95](https://bit.ly/3hd2d95)

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

COVID-19 Notice: The City of Edmonton has implemented a COVID 19-Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy (bit.ly/3lKwb6j) and COVID-19 Vaccination Procedure (bit.ly/39BICMt).

Up to 2 temporary full-time positions

Hours of Work: 33.75 hours per week

Salary Range: Hourly rate of \$36.808 to \$46.267 (\$64,846 to \$81,509 annually)

Talent Acquisition Consultant: HJM/MJB

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.