Development Compliance Officer

Sturgeon County, AB

Closes: December 15, 2026

To apply: Click here

This position's responsibility is primarily to provide technical and administrative compliance monitoring and enforcement related to the Land Use Bylaw. This will include activities related to development and safety code permits, development enforcement, Inspections, community engagement, and other development related matters.
Secondarily, this position will also provide additional technical and administrative support related to development and subdivision process as set out in the job description for the Development Technician.

This is position is TEMPORARY until December 31, 2027.

This position is eligible for a hybrid work model, whereby employees can work both remotely and from a Sturgeon County office location. Specific in-office expectations will be discussed during the recruitment process.

KEY DUTIES AND RESPONSIBILITIES
Land Use Bylaw Enforcement (50%)

- Improves Sturgeon County livability through ensuring compliance with the Land Use Bylaw and the Municipal Government Act.
- Stewards land use bylaw complaints through the enforcement process.
- Follows the enforcement process, determines 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 Land Use Bylaw.
- Prepares for and attends 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.

- Provides internal and external stakeholders with knowledgeable and timely responses to inquiries related to Land Use Bylaw contraventions.
- Processes and responds to a high volume of complaints related to the Land Use Bylaw and provides technical advice and instructions regarding policy and procedures.

Compliance Monitoring (30%)

- Manages a caseload of files and conducts inspections on sites to ensure development and landscaping has been constructed in accordance with the approved plans, permits, and the Land Use Bylaw.
- Researches and investigates property development and landscaping histories in accordance with established procedures, including reviewing development and landscape plans and technical reports.
- Supports the Development Technician in Review of applications for compliance certificates and prepare documentation for issuance.
- Undertakes direct community engagement regarding compliance monitoring and enforcement of Aggregate operations and impacts to the surrounding residences.

Other Enforcement and Compliance (10%)

- Provides active enforcement and compliance action and investigation support for other relevant bylaws and regulations related to Land Use and Development such as Civic Addressing Bylaw, Community Standards Bylaw, Safety Code Act, Drainage Bylaw, Environmental Acts.
- Liaises directly with Sturgeon County Enforcement Services to provide support and receive support related to Development Activities including activities related to hauling and construction and community standards.

Other Related Duties (10%)

- Supports the Development Technician and Development Officer(s) to respond to public inquiries and applications related to all development related matters.
- Supports a positive, proactive, innovative, professional, and customer first culture in the department.

- Supports the Development Technician by providing assistance and backup support as required.
- Participates in the review of enquiries, existing bylaws, and municipal policies where necessary.
- Conducts land file research and site investigations to assist in the processing of development permit applications.
- Develops and maintains enforcement files and databases for the Planning and Development Services Department.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Completes special projects as required.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE
The following are required in this position:

- Two-year post-secondary diploma in Land Use Planning, Enforcement, or related discipline.
- Ability to obtain and maintain Bylaw Officer status.
- A minimum of three (3) years of municipal experience in a combination of land use planning, inspections, or enforcement, including making decisions based on interpretation of technical drawings, site plans, landscape plans, development conditions, standard operating procedures, and bylaws and legislation.
- Strong understanding of development and land use in Alberta.
- Knowledge and experience with planning, landscaping, or enforcement terminology, practices, procedures, and work methods.
- Proficiency and familiarity with reading and interpreting construction blueprints, landscaping plans, real property reports, and plan drafting techniques.
- Understanding how to conduct inspections and gather evidence of compliance with bylaws and regulations related to Land Use and Development such as Civic Addressing Bylaw, Community Standards Bylaw, Safety Code Act, Drainage Bylaw, Environmental Acts.

- Ability to interpret regulatory, legal, and statutory documents including legislation and bylaws governing land development such as the Land Use Bylaw and the Municipal Government Act.
- Demonstrated ability to apply critical thinking, analytical thinking, ethical judgement, discretion, professionalism, and diplomacy.
- Flexibility to adapt to a demanding environment and maintain customer service standards and conflict resolution skills, with the ability to actively listen and communicate inclusively and respectfully, and to manage and resolve confrontational situations effectively.
- Strong verbal and written communication skills, including public speaking and composition of clear and concise writing.
- Strong organizational and time management skills with the ability to work independently, or in a multidisciplinary or team environment, understanding how to prioritize and complete high volumes of competing work, 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.

The following are considered assets or preferences in this position:

- Completion of the University of Alberta's ALUP Program considered an asset.
- Proficiency in Microsoft Office Suite/ Microsoft 365 and familiarity with ArcGIS and other enterprise systems is considered an asset.