



Planning & Development Department

Competition #J0726-0331

Planner I

One (1) Permanent Full-Time Position

Reporting to the Manager, Current & Long Range Planning, the Planner I position provides quality and timely delivery of planning services within a supportive and creative team. This position is expected to engage in local and regional planning.

Responsibilities include, but are not limited to:

- Processing all land development applications, subdivision applications, Land Use Bylaw amendment applications, road closures, developments, etc. to prepare land for development, where appropriate.
- Coordinate the timely intake of complete applications including appropriate fees. Conduct circulation, team review, and evaluation and prioritization of applications.
- Liaise with the public and developers for new development projects, including subdivisions applications, and site specific development/redevelopment proposals.
- Review, research, and provide preliminary evaluations for land development proposals based on planning documents, bylaws, legislations, and other municipal policies and regulations prior to application.
- Liaise with applicants, and external agencies and organizations, and prepare recommendations.
- Prepare, write, and present reports to City Council, Subdivision Approving Authority, Subdivision and Development Appeal Board, the general public and other organizations as needed.
- Assist with the preparation and processing of statutory and non-statutory Planning documents and amendments.
- Assist with the planning and execution of public engagements.

The successful candidate will possess a minimum two-year Diploma in Urban Planning or a related discipline. A combination of education and experience may be considered. Preference will be given to candidates with a University Degree in Urban, Regional or Environmental Planning or a related discipline. A minimum of three years of related experience is required along with a valid Class 5 Drivers License. Urban Design and Architecture experience is considered an asset. This position requires an acute understanding of municipal planning and development, including Provincial Acts and Regulations, and experience with the writing and interpretation of planning policy, including the Land Use Bylaw, subdivision processes, Municipal Development Plans, and Area Structure Plans. Strong communication, dispute resolution, organization, and time management skills, along with the ability to adapt to changing priorities, are essential. Working knowledge of Microsoft Office Suite, Adobe Acrobat, AutoCAD, SketchUp, and GIS software is required

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

Competitive wages

- Comprehensive health, dental, and vision benefits
- Local Authorities Pension Plan (LAPP)
- Employee and family assistance program (EFAP)
- Health & Wellness Spending Accounts
- Work From Home (Hybrid)
- Earned Days Off (EDO's)
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities

The City of Fort Saskatchewan offers a salary range of \$85,897.50 to \$101,049.00 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence no later than **Monday, August 10, 2026**, through the Career Portal on the City's Website at www.fortsask.ca



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.