



Make working for  
The City work for you.



## Facility Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Facility Planner, you will be instrumental in conducting the research, analysis and presenting the information necessary to support the development of the City's civic facilities in The City of Calgary. As a key member of the Facility Planning division in Capital Priorities and Investment, you will assist Corporate Facility Portfolio Planners and Leaders with a wide range of tasks. Primary duties include:

- Collect, document and interpret service and facility needs at the portfolio level.
- Consolidate, organize and interpret facility and service data using analytical tools including Geographic Information System (GIS), AutoCAD, Excel, and Business Objects.
- Write reports that use data and visualizations to explain complex ideas and recommendations.
- Research the relevant Planning Policy, Building Codes, Land-use bylaws and other applicable policies and regulations.
- Conduct site visits to verify and document current conditions as required.
- Create and evaluate maps, site plans, floor plans and other design documentation.
- Develop and maintain metrics and prioritization criteria for capital projects.

### Qualifications

- A degree in Planning, Architecture, Engineering, Facilities, or a related field and at least 3 years of relevant experience is required.
- Demonstrated ability to assess and interpret design, planning and policy information is essential for this role.
- Intermediate proficiency in Microsoft Office (Word, Excel, Outlook, OneNote and PowerPoint) and AutoCAD are required.
- Experience with data analysis and research, as well as experience using ArcGIS, Revit, and SketchUp, are assets.
- Success in this position requires critical thinking, attention to detail, tactical planning, strong communication, and creative problem-solving skills.
- Applicants should possess the ability to learn quickly, take initiative, adapt to changes in a dynamic environment, and collaborate with a team.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 2 Permanent  
Compensation: Pay Grade 11 \$42.09 – 56.27 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Capital Priorities and Investment  
Location: 800 Macleod Trail SE  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: July 17, 2024  
Job ID #: 310142

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)