



EMPLOYMENT OPPORTUNITY

Planning Technician

About Us:

With a population of approximately 16,300, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

Job Purpose & Responsibilities:

This is a **permanent, full-time** position with the Land-Use, Planning, Development & Regulatory Services Department.

Reporting to the Principal Planner, this position is responsible for:

- Delivering strong customer service to the public regarding the planning and developmental needs of the City of Cold Lake;
- Providing information to the public, developers, consultants, contractors, and other stakeholders on matters pertaining to the development of land, and interpretation of bylaws, policies, and procedures;
- Completing technical analysis to assist the City of Cold Lake Planners and Development Officers;
- Reviewing plans and applications for compliance with the Land-Use bylaw;
- Processing and reviewing applications for business licenses, Caveat Discharge, leases, land sales, land purchases, and other basic developmental permits;
- Performing onsite inspections;
- Conducting special projects, studies, research, and investigations, within established parameters;
- Researching, investigating, and enforcing permit and licensing applications;
- Supporting Development Officers and Planners as required.

Qualifications:

- Post-secondary certificate in Land-Use Planning, or a related discipline.
- 2-year diploma in Land-Use Planning, or a related discipline is considered an asset.
- Minimum 2 years' experience in planning and development, preferably in a Municipal setting.
- Eligibility for membership with Canadian Institute of Planners (CIP) or Alberta Professional Planners Institute (APPI) or Canadian Association of Certified Planning Technician (CACPT).
- Ability to express ideas, strong problem-solving skills, excellent customer service, and a high level of communication skills are necessary to be successful in this role.
- Class 5 Driver's License.
- Must be willing to provide a Criminal Record Check and an annual Driver's Abstract.

Salary for this position is \$31.76/hr.

This position is on-site, Monday to Friday 8:30 am to 4:30 pm for a total of 35 hours per week.

This position is within the scope of AUPE Local 118/016, and as such you will be required to adhere to articles contained within the Collective Agreement.

The City of Cold Lake provides a competitive compensation package to successful candidates including an exceptional benefits plan, pension plan, relocation assistance, and developmental opportunities.

How to apply:



City of *Cold Lake*

- Submit a detailed resume including qualifications and past and present work experience.
- Include a cover letter describing your experience and abilities with respect to the above listed qualifications.
- Copies of any relevant certifications.

Apply here: [Employment Opportunities - City of Cold Lake](#)

This competition will remain open until July 29, 2024 at 8:00 a.m. MST.

The City of Cold Lake appreciates receiving applications from all qualified individuals; however only those short-listed for an interview will be contacted.