



Technician, Planning & Development

More Information: <https://www.lethcounty.ca/p/careers>

The Planning and Development Technician provides technical and administrative support to the Planning and Development Department. This position is responsible for assisting in the review and processing of development and planning applications, interpreting zoning regulations, maintaining planning records, preparing maps and related materials, and supporting policy and development initiatives. The technician works under the direction of the Manager of Planning and Development to ensure consistent and effective delivery of planning services.

Reports To

Manager, Planning & Development

Role Responsibilities

- Assist with the intake, review, and tracking of development applications.
- Assist with the processing of land use bylaw amendments, subdivisions and other statutory plan amendments.
- Provide technical support in the preparation and presentation of reports, maps, graphics, and statistical data related to planning projects.
- Interpret and apply municipal planning policies, zoning bylaws, official plans, and relevant legislation.
- Respond to public and developer inquiries related to zoning, land use, and development processes in a professional and timely manner.
- Assist with preparing council reports, presentations, and land use planning reports for Council, appeal boards, and various public meetings.
- Conduct site inspections and field work as required to gather data or verify development conditions.
- Maintain up-to-date planning records, application files, and GIS/mapping databases.
- Support the preparation of materials for Council meetings.
- Collaborate with other municipal departments and agencies to coordinate development approvals.
- Participate in departmental projects, policy reviews, and research initiatives under the guidance of Manager of Planning and Development.



- Actively participate in Lethbridge County's Health and Safety Program.
- Perform other duties as assigned in support of the Planning and Development Department.

Education/Training/Skills Required

- Bachelor's degree in urban planning, geographic information systems (GIS), or related field (new graduate) or a Diploma in Civil Engineering Technology, or a related field with 1-3 years of experience.
- Education and/or experience in municipal planning or a related environment is preferred.
- Knowledge of relevant provincial legislation, planning principles, and development processes.
- Proficiency with GIS software (e.g., ArcGIS), AutoCAD, and Microsoft Office Suite.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of cross-functional teams in a fast-paced environment.
- Valid Class 5 driver's license.
- Ability to occasionally work outside in all weather conditions including snow, rain, and wind, and extreme temperatures.
- Ability to occasionally walk on uneven surfaces including gravel.
- Ability to occasionally work outside of regular business hours for community engagement and council meetings.

Job Types: Full-time, Permanent

Pay: \$65,000.00-\$75,000.00 per year

Benefits:

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care





- Life insurance
- On-site parking
- Paid time off
- Vision care

Work Location: In person

