

EDMONTON

Planning Technician I

Job Number: 13564

This posting is for one (1) temporary position that may continue for up to 18 months in duration as per article 18.02 of the collective agreement

Here's your chance to become involved in the planning and development of the City of Edmonton's parks and recreation facilities. You will work in a multidisciplinary structured- environment with recreation and project management professionals, planners, landscape architects, etc. As a planning technician you will also be involved in the following activities:

- First point of contact for parks and facility planning/development projects
- Collecting and compiling project information including project scope, land ownership, related agreements, municipal and environmental reserves, zoning, land title searches, utilities etc.
- Developing a variety of maps and graphics to support project planning and development
- Compiling project data, researching historical records, and monitoring and tracking projects
- Assisting in report preparation and compiling information for yearly budget submissions
- Preparing responses to verbal and written inquiries from various City Departments, City Council, Advisory Committees and Boards, Joint Use and Community League partners and the public
- Participating as a technical support member of the Park and Facility Development section, in the timely and efficient preparation of reports, plans, administrative materials and other media.

To visualize what it is like to be on our team, visit [The City of Edmonton Talent Hub](#).

Qualifications:

- Completion of a two (2) year diploma in Urban and Regional Planning or the equivalent from a recognized Institute of Technology or Community College
- Minimum two (2) years of experience in urban and regional planning or a related field. Candidates with less than the full two years of experience may be considered at the opportunity concept level
- Knowledge of regulatory, advisory and other legislative bodies related to land use planning and associated policies, procedures and regulations in Alberta
- Knowledge/experience of planning terminology, practices, procedures and standards and work methods applied within a planning environment
- Ability to use CAD (Microstation preferred), Microsoft Office Suite, GIS (SLIM/GeoMedia)
- Ability to express ideas effectively orally and in writing along with strong problem solving and consensus building skills
- Excellent customer service skills, and the ability to establish and maintain effective working relationships in a multi-disciplinary team environment
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business auto insurance.
- A Valid Alberta Class 5 Motor Vehicle Operator's License (or operators licensing equivalent recognized by the Operator Licensing and Vehicle Control Regulation, Alta. Reg. 320/2002) and be eligible to hold a City Driving Permit

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 21M, Salary Grade: 019, \$32,370 - 40,687 (Hourly). **Opportunity Concept:** 21A, Salary Grade: 014, \$24,734 - \$29,694 (Hourly), \$43,575.12 - \$52,313.40 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- Applicants may be tested
- Civic Service Union 52 members are asked to send a copy of their application to the union office.
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca/

Recruitment Consultant: EA/AL

Classification Title: Planning Technician I

Posting Date: June 10, 2013

Closing Date - 11:00 p.m. MST on: June 20, 2013

Number of Openings (up to): 1 - Temporary Full-time

Union : CSU 52

Department: Park & Facility Development (Community Services)

Work Location(s): CN Tower, 12th Floor, 10004 - 104 Ave, Edmonton T5J 0K1



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.