



**Planning & Development Department**  
Competition #J0326-0807  
**Planning Technician**  
One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a confident and personable professional to join our Planning & Development Team. Reporting to the Manager, Current & Long-Range Planning, the Planning Technician is responsible for providing high-quality and timely planning and development services, with a particular focus on current & long-range planning matters.

Responsibilities include, but are not limited to:

- Provide the first level of technical subject matter expertise to customers by assessing the service they require and reviewing incoming applications for completeness and accuracy.
- Prepare and review maps and plans in regards with land use bylaw amendments, subdivision and endorsement applications, plan amendments, public engagements, and other Planning initiatives.
- Prepare complex plans, graphics, tables and other materials for presentation to department leadership, Council meetings, Subdivision & Development Appeal Boards, Advisory Committees, and various public meetings.
- Collect and compile data, research material, and other information required by planning projects.
- Process and review subdivision plans submitted for endorsement to ensure adherence to the conditional approval, Land Use Bylaw subdivision regulations and other applicable City policies.
- Participate as a technical support member of the team, contributing to the timely and efficient preparation of planning reports, plans, administrative materials, and other documentation, while organizing and scheduling workloads to meet ongoing demands.
- Respond to residents in a timely and meticulous manner, demonstrating tact and diplomacy while representing the City of Fort Saskatchewan.
- Collaborate and build positive relationships within the department, other City departments and agencies as required.

The successful candidate will possess a minimum two-year technical Diploma in Urban Planning Technology or similar discipline (CET, GET, SGET, Landscape Arch Technology, Architectural Technology). Proficiency in computerized applications and techniques, including AutoCAD, Microsoft Office Applications (Excel, Word, PowerPoint), and GIS software is needed. Graduation from the Applied Land Use Planning or other relevant Certificate/Diploma Programs in the field of Urban Design/Community Planning/Architecture/Landscape Architecture is required. Working knowledge of City View Permitting software, GeoMedia, Adobe Suite (Photoshop, Illustrator, InDesign) and Sketch-up or other 3-D software is an asset. An Alberta Class 5 Driver's License is mandatory. Prior related planning experience, urban design and architecture experience is considered an asset. Sound understanding of municipal planning and development, including Provincial Acts and Regulations, is an asset. Experience with the writing and interpretation of planning policy, including the Land Use Bylaw and subdivision processes with understanding of Statutory Plans is considered an asset. Experience in drafting rezoning subdivision plans, creating graphics, and statistical analysis of land use and demographics is an asset. The successful candidate will demonstrate effective communication for interaction with coworkers, other professionals, and the public. Dispute resolution, organization, and time management skills, with the ability to change focus and priorities on an ongoing basis is crucial.

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 competitive compensation package with a salary range of \$72,969.00 to \$85,839.00 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence by **Wednesday, April 22, 2026**, through the Career Portal on the City's Website at [www.foortsask.ca](http://www.foortsask.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.***