

Planning Technician

Competition #J1118-0636

The City of Prince Albert is located in the broad valley of the North Saskatchewan River near the geographic centre of the province of Saskatchewan where the agricultural prairie of the south and the rich forest belt of the north meet. Prince Albert is a major service centre and regional market area for 175,000+ people in central and northern Saskatchewan. The beauty of the area, access to lakes and parks minutes away, a friendly environment, a prosperous community with a diverse economy and a commitment to growth offers a balanced quality lifestyle.

The City of Prince Albert has an opportunity available for a full-time, permanent Planning Technician in our Planning & Development Services Department. The Planning Technician is responsible for processing planning related inquiries related to subdivision/consolidation, minor variances, addressing and compliance. The position will provide technical support related to mapping, databases and other planning and development related data.

Principle Duties & Responsibilities:

- Provide assistance and advice to internal and public clients regarding applications and procedures such as subdivision design, street/walkway/lane closures, development and zoning.
- Process application requests and agreements related to subdivision/consolidation, minor variances, easements, building and zoning compliance and complete related ISC (Information Services Corporation) processes.
- Create and maintain maps for internal use, as well as by the public.
- Responsible for drafting duties using AutoCAD or other drafting software.
- Assign, maintain and amend civic addresses and street names for the City.
- Provide input and assistance for review of bylaws, policies, and long range planning documents.
- Follow up for renewal of contract zoning agreements.
- Organize, maintain and process requests for building plans.

Qualifications (Education, Training, Experience)

- Two years post-secondary education from an accredited institution in a field related to planning or applied land use.

The City of Prince Albert offers competitive salaries, an excellent benefit package and a defined benefit pension plan.

To explore this opportunity in complete confidence, please apply online by Friday, January 11, 2019 at <http://citypa.ca/City-Hall/Job-Opportunities> .