



CATTERALL & WRIGHT
CONSULTING ENGINEERS

Job Description

We are looking for a **Junior Planner** to join our team on a full-time basis, Monday to Friday (40 hours per week).

The Opportunity

Join Catterall & Wright and play a key role in managing a diverse range of exciting planning and development projects. As a Junior Planner, you will support our team by leading or assisting with planning studies, working with both municipal and private sector clients, and having the opportunity to grow and manage your own projects.

Whether you're looking to advance your career in a collaborative environment or seek more responsibility, this role offers a dynamic and flexible work environment, with opportunities for leadership, client engagement, and professional growth.

Key Responsibilities

- Prepare planning documents and manage planning/development projects of varying complexities.
- Coordinate inputs from staff to complete planning assignments.
- Review and process official community plan amendments, zoning bylaw amendments, rezoning, plan of subdivision and site plans.
- Assist with public engagement processes and stakeholder coordination.
- Conduct research, including jurisdictional and legislative framework reviews.
- Promote the company's services and develop business with new and existing clients.
- Identify new markets and opportunities and participate in proposal preparation.
- Assist others in building and retaining existing client relationships and seek out new opportunities through communication, meetings and other networking opportunities.
- Assist in developing project budgets and with invoicing, ensuring all related documentation is complete and accurate.
- Liaise with stakeholders and management to ensure projects meet client expectations and business standards.

What can you bring?

Education/Experience

- Must be authorized to work in Canada
- Bachelor's or Master's degree in planning or related field



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Skills/Abilities

- General knowledge of planning processes required to service developers and municipal clients
- Ability to navigate, interpret and make recommendations pertaining to bylaws and legislation
- Understanding of Official Community Plans and Zoning Bylaws
- Knowledge of computer systems and the ability to work with a variety of software applications including file management applications and the Microsoft Office Suite

About Catterall & Wright

Catterall & Wright is a locally owned partnership located in Saskatoon providing practical and reliable consulting services since 1965. We strive to provide courteous, personal service with unique and innovative solutions for all municipal infrastructure systems. We are dedicated to providing municipal consulting services with our proficient technical expertise, design, field layout and observation during construction, contract administration and project management. To say we have an amazing staff is an understatement. We lean on each other, we learn from each other, and most of all, we support each other. That's how we operate and that's Catterall & Wright!

We offer an excellent compensation package that focuses on your health, wealth, career, and life. This includes employer match RRSP, group benefits (extended health coverage, HSA, and WSA), paid overtime, personal days off, paid sick leave, and other C&W gifted days. We also have active Social and EDI committees that promote social and educational events to provide engagement and learning opportunities for all team members.

Check out our website for more information on who we are.

Application Process

Please submit a cover letter and your resume outlining your skills, experience, and interests to resumes@cwce.ca. This post will remain open until a suitable candidate is found.

Only those candidates selected for an interview will be contacted.

Catterall & Wright maintains a confidential application process.

Job Type: Full-time

Schedule:

- Monday to Friday
- Work Location: In person