



POSITION: Planning Technician

LOCATION: 111 Pinehouse Drive, Saskatoon

General:

The R.M. of Corman Park is seeking a Planning Technician who reports to the Director of Planning and Development. Work is to be completed in an efficient and accurate manner within a collaborative team approach with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.

Why the R.M. of Corman Park:

- We offer competitive wages and benefits, family-friendly policies, and an environment of respect.
- We strive to offer a progressive workplace with opportunities to grow and develop staff through ongoing training and development while also supporting work-life balance for our staff and their families.
- A welcoming and thriving community surrounding the City of Saskatoon and covering over 800 sq. miles. We have an exciting opportunity for someone who is highly motivated and passionate about providing excellent service.
- A job at Corman Park enables you to grow professionally while making a difference in the community. We employ about 85 full-time, part-time, seasonal, casual and contract staff that serve a local population of approximately 9,000 residents.
- At Corman Park, we strive to maintain a healthy and flexible workplace that encourages employees to think strategically, work collaboratively and champion new ideas.

Key Responsibilities:

The Planning Technician will be responsible for:

- Providing support for public inquiries related to development proposals and development application information requirements;
- Supporting and conducting research requests within the Planning and Development Department;
- Assisting development application file managers with background information or other materials as required;
- Assist in the preparation and maintenance of various planning materials, databases, mapping and technical standards documents and annual report information;
- Performs routine office tasks including data entry, file management, copying and general records management;
- Working collaboratively with other staff in a team environment, to provide assistance and technical support to the Department as required.



Qualifications:

- A minimum of post-secondary certificate or diploma in applied planning, planning technology or a related field. An equivalent combination of management-approved training and experience may also be considered.
- 1-2 years of industry experience in municipal planning, land development, civil engineering or geomatics office or other allied industry experience.
- Working knowledge of municipal government, land planning and development processes.
- Proficiency in common Microsoft Office applications, ArcGIS / ESRI mapping and graphics software.

How to Apply:

Please submit your resume and cover letter to careers@rmcormanpark.ca.
The position will be open until it is filled.

We appreciate your interest in this position, but phone calls regarding your applications will not be accepted. Please note that only shortlisted candidates will be contacted for further steps in the selection process.

Additional Job Information:

Hours of work: 8:30am to 5:00pm (occasional evening work may be required)
Wage Range: \$47,560 – 59,460 (2023 rates) per year to commensurate upon experience, plus benefits.
Type of Work: Office Environment
Benefits: Sunlife, Municipal Pension Plan, EDO Program