

EMPLOYMENT OPPORTUNITY – UNIONIZED POSITION

Position Title:	Planning and Development Technician	Job Status:	Temporary
Department:	Planning & Community Services	Reports To:	Senior Planning and Development Officer

Position Summary

Reporting directly to the Senior Planning and Development Officer, the Planning and Development Technician provides a variety of essential support services to ensure the execution of administrative and operational procedures and processes. Responsibilities include providing support to the Senior Planning and Development Officer, front line customer service, processing of permit applications, and administering the day-to-day planning & development services of the Municipality.

This position is also responsible for assisting with the Municipal Planning Commission (MPC) board meetings and any other special meetings as required.

Duties and Responsibilities

Under the supervision of the Senior Planning and Development Officer, the duties and responsibilities of the Planning and Development Technician include, but are not limited to, the following:

Development – 50%

- Provide administrative support to the Senior Planning and Development Officer
- Answer customer inquiries regarding Planning and Development applications
- Receive, review, and coordinate permits and data entry of all development and safety codes permits (development, building, electrical, plumbing, gas, and private sewage), which includes application tracking and applicant notification in compliance with the Safety Codes Act
 - Enter applications into E-Site System and follow up on applications in progress
- Provide internal referrals for permitted use within the organization
- Prepare permit templates and referral documentation for discretionary development applications, for management
- Collect fees associated with the department in accordance with the fees and charges bylaw
- Act as a point of contact for permit issuance for the Planning and Development Department
- Assist the Senior Planning and Development Officer with the enforcement of the Land Use Bylaw and/or any planning documents/legislation that have not been adhered to as required

Planning – 30%

- Prepare and mail notice letters and all other mailouts to residents as directed by the Senior Planning and Development Officer
- Provide planning support including notifications and advertisement for placements in newspaper or other media outlets and including, but not limited to, public hearings, public open houses, and rezoning applications
- At the direction of the Senior Planning and Development Officer, review and update any public information and application forms for all department processes
- Prepare, assemble, and distribute agenda packages for regular and special meetings of the Municipal Planning Commission, attend the meetings in the capacity of the recording secretary, prepare draft meeting minutes, and undertake any follow up as directed by the Senior Planning and Development Officer
- Coordinate internal referrals regarding subdivision applications
- Prepare single lot subdivision development agreements for execution by the applicant
- Assist with representing the County on all day-to-day activities relating to Planning and Development matters plus liaise and correspond with agencies, developers and other parties as directed by the Senior Planning and Development Officer

Reporting/Records Management – 5%

- Assists with preparing monthly activity reports as required
- Generate reports and notices on permit activity for fiscal and legislative reporting purposes
- Maintains monthly and yearly record of permits issued and development activity
- File and create administrative records, maintain files, databases and reports for all construction permits

Special Projects/Governance – 5%

- Perform tasks, consistent with the position, including special projects/assignments, as may be required on an ad hoc basis, and as assigned by the Senior Planning and Development Officer
- Assist as required by the Senior Planning and Development Officer in developing, implementing, administering, maintaining, and or preparing recommendations for department policies and procedures

Administration and Customer Service – 5%

- Provide quality customer service as the first point of contact for Planning and Development clients via walk-in, telephone, e-mails, faxes; general inquiries, payments, and directing clients to the appropriate department contract where required
- Maintain tact, composure, and diplomacy in dealing with clients, customers, builders, and contractors
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing, mailing, and photocopying

- Ensure compliance with all relevant federal, provincial, local legislation, bylaws, policies, and directives
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the County and residents

Other Duties – 5%

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Promote a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required
- This position may be called on by the Director of Emergency Management to assist during states of local emergency
- May assist others within the Planning and Community Services Department, when called upon, to provide administrative support as required
- Perform other related duties as directed or assigned

Minimum Requirements

Education/Experience

- High School Diploma or equivalent
- Applied Land Use Planning (ALUP) Certificate is preferred
- Planning, Business, or Office Administration certificate or diploma or another related field is an asset
- Two (2) years' previous related experience specifically in a planning department and frontline customer service preferably in a Municipal Government setting
- A combination of related education and experience may be considered

Knowledge

- Basic knowledge of the Freedom of Information and Privacy Act (FOIP)
- Knowledge of provincial safety codes issuance and inspection is an asset
- Moderate knowledge of Microsoft Office Suite, GIS, iCITY software, records management, permit tracking system (e-Site), iCompass, Milenet, and Moneris
- Knowledge and understanding of Westlock County policies and procedures, and relevant governmental acts and regulations is considered an asset

Other

- Valid Class 5 drivers' license with an acceptable drivers' abstract
- Criminal Records Check

Skills/Abilities

- Strong analytical, organizational, and communication skills
- Excellent judgement, interpersonal and customer service skills including the ability to deal effectively with external customers through awareness of their needs while adhering to policies and procedures
- Ability to communicate effectively with all members in the organization, elected officials, consultants, vendors, builders, contractors, lawyers, developers, the public and others
- Excellent organizational skills and the ability to set priorities to meet deadlines
- Ability to multi-task in a fast-paced multiple customer environment
- Ability to maintain and uphold a high level of confidentiality
- Ability to work independently or in a team environment

Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours
- Able to work on a computer for long periods of time
- Required to work in a busy, open area office which may result in constant interruptions
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy
- Required to meet several deadlines which may cause stress
- May travel to attend meetings, conferences, legal, and community activities
- This position deals with the public and may result in exposure to difficult ratepayers
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved.

HOURS OF WORK: Monday to Friday, 8:00 a.m. to 4:30 p.m. Overtime hours may be requested occasionally.

EMPLOYMENT TERM: Leave coverage, starting February 17, 2026, for 10-12 weeks.

COMPENSATION: This is a Union position therefore wages have been set in agreement with CUPE Local 3007.
Probationary Rate: \$29.86/hour

CLOSING DATE: 4:30 p.m., January 19, 2026

APPLICATION INSTRUCTIONS: Visit <https://westlockcounty.com/careers>

Complete the Virtual Talent Application, indicate Planning & Development Technician in "Position Applied For", and attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.