

POSITION TITLE: Subdivision & Development Technologist Support

DEPARTMENT: Planning and Development Services

REPORTS TO: Manager Planning Services

DIRECT REPORTS: None

POSITION SUMMARY: Reporting to the Manager Planning Services, this position supports approval and completion of the department's planning and development processes; addressing planning and development infrastructure details which may include transportation, drainage, and storm water aspects of development. Working with the Engineering Technologist this position also provides a variety of support activities: administration, draft reports, standard reviews and site inspections for the County. Provides hands-on technical assistance for the County, relating to land development issues and policy documents; supplies engineering concept advice for projects in relation to the County's planning infrastructure standards. Analyzes and summarizes technical data; performs technical field and office work; participates in team settings that establish terms of reference for various technical studies relating to County Infrastructure and growth; performs other duties as required.

DESCRIPTION

1. Addresses planning infrastructure details including transportation and drainage aspects of developments; ensures that the municipal processes are accurately followed by various stakeholders.
2. Performs site visits and inspection documentation, and a variety of technical and administrative support (draft reports, standards reviews) for the County.
3. May provide input on development agreements, County Servicing Standards, internal procedures and provides policy input as required.
4. Provides interpretation of and implements the County's Servicing Standards' requirements on a daily basis; talking directly with applicants, developers, their consultants and engineers as well as the Operational Services staff to ensure that all technical infrastructure aspects of development are addressed throughout the development and planning process.
5. Collaborates with County departments, as required, during the administration process of applications and agreements. Reviews and comments on planning and development applications such as: subdivision, development permit, amendments to Area Structure Plans, Outline Plans and other planning documents, etc.
6. Participates in meetings with all concerned and affected partners, including both the public and private sector participants as required.

7. In conjunction with the planning project lead and the Subdivision & Development Technologist, reviews various engineering reports, testing information and design drawings required for land development projects that may include Concept Plans, Development Permit applications and Bylaw creation with respect to:
 - (a) Municipal Infrastructure
 - (b) Private Infrastructure
 - (c) Access planning
 - (d) Environmental considerations to evaluate suitability to subdivide and develop
 - (e) Review Right of Way plans of survey, easements and restrictive covenant documentation and related registration issues pertaining to the technical infrastructure aspect of development/subdivision
8. Participates in Municipal Development Plan, Area Structure Plans, Area Re-development Plans, Land Use By-law, Master Plans, Functional Plans and other relevant document preparation by the County and / or external agencies as required.
9. Conducts site inspections to ensure that infrastructure construction and development adhere to County standards and may include follow up site visits to ensure all deficiencies are corrected in a timely and efficient manner.
10. Provides customer service for general technical and projects specific related inquiries on a day to day basis with ratepayers, applicants, land owners, developers, consultants and engineers.
11. Performs all duties with a level of interpersonal skill appropriate to the position and may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position specification.

REQUIRED QUALIFICATIONS

(The requirements below are specified credentials for the position; the incumbent must be willing and able to attain these qualifications)

- Minimum Grade 12 or equivalent, combined with a Diploma in civil engineering technology (CET) or related field;
- Experience in a municipal environment, preferably in a rural municipal environment is beneficial;
- High degree of computer literacy including experience with Microsoft Suite (Access, Excel, Word) and computer aided drafting (CAD), geographical information systems (GIS) and knowledge of engineering programs are definite assets;
- Ability to prioritize, organize and manage time effectively to address deadlines, various issues and to complete work in a timely and efficient manner, including issuing site instructions, assessing completion of work and managing multiple files, projects and responsibilities on a daily basis;
- General knowledge and understanding of municipal planning, development, transportation and construction practices;
- Strong communication skills to ensure effective public relations and provide the necessary direction to various stakeholders through negotiation, coordination and education while building effective working relationships both internally and externally;
- Valid Alberta operating license – no more than 6 demerits.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.

Agreed to: _____
Date

By: _____
Employee

Supervisor