



Mountain View
C O U N T Y

Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
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www.mountainviewcounty.com

MVC02 – 2018 *Closing Noon Friday May 4, 2018 – or until a suitable candidate is chosen*
Subdivision & Development Technologist Support – Planning and Development
SF \$64, 627 - \$71,809/per annum – salary determined on education and experience

Position Summary:

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.

Requirements:

- Minimum Grade 12 or equivalent, combined with a Diploma in Civil Engineering Technology (CET) or related field;
- Experience in a municipal environment; 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.

Submissions will be received until **Friday May 4, 2018 Noon**. All applications are to be marked "**confidential**" and will be received in confidence. Submit resumes, **Attention Human Resources**, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403)335-9207
- Mail to Mountain View County. PO Bag 100, Didsbury, AB TOM 0W0

Note: For a detailed Job Description please contact Human Resources directly at 403-335-3311 ext 194 or email your request to hr@mountainviewcounty.com - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.