

DEVELOPMENT AND LANDS TECHNICIAN

MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: Planning & Development

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Planning and Development, the Development and Lands Technician is responsible for coordinating planning functions and providing initial technical planning and development review when inputting permits and business license applications information. The position plays an important role in providing support to the Planning & Development department on development-related matters.

MAJOR

- Accepting and documenting various types of Permit Applications, reviewing application requirements and follow up to obtain the necessary Permit information for complete applications.
- Review, update and processing of Business License applications, including research ensuring an approved Development Permit is in place, issuance of the required correspondence and responding to client inquiries.
- Maintaining the Business License records through Microsoft Access to ensure accuracy.
- Monthly updates of the website's Business License Directory to ensure the Business Licenses remain current.
- Utilize the RoaData System for processing oilfield notifications and ensuring the required permits have been obtained. Provide verbal and written follow-up responses to Land Agents and companies requiring a Development Permit application.
- Review Real Property Reports for the issuance of stamps of compliance.
- Review Crown Land lease referrals and respond in a timely manner.
- Research and prepare Land matters as directed by Greenview Policy.
- Prepare agreements and their renewals resulting from land applications, administer and monitor compliance.
- Responsible for obtaining environmental surveys and appraisals as required.

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- Preparation and assistance with various Planning Documents including Compliance Certificates; Development Agreements; Caveats; Discharges; and Easement Agreements for registration at Alberta Land Titles.
- Manage and coordinate the professional and support functions of land management including working with and consulting internal Greenview Staff to initiate, plan, develop, coordinate, and implement land applications on behalf of Greenview.
- Establish and maintain an effective relationship with Greenview departments, external agencies, and the public regarding land issues.
- Coordinate with Greenview departments, the public and consultants to share information related to specific projects as required.
- Compile and present reports to the appropriate Council Committees, the development community, public and others as required.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.

MINOR

- Aid with ongoing technical reviews necessary to ensure Planning Documents remain current and relevant with legislative requirements on an as-needed basis.
- Develop model lease agreements to facilitate renewal of existing and future leases including the monitoring of lease agreements.
- Responsible for annual invoicing and collection of existing commercial/industrial and residential PUL leases.
- Review illegal use of public lands and coordinate action plan. Example: Encroachments
- Maintain spreadsheet inventory of commercial/industrial and residential PUL leases.
- Maintain the Greenview Land Inventory Spreadsheet.
- Maintain a records management system for land management functions.
- Participate in, provide advice, and prepare agreements on surplus lands.
- Participate in the assessment of the current and future needs of the Planning and Development team, gathering input and feedback.
- Assist the Planning & Development team with review of Planning Documents for the Land Use Bylaw, Municipal Development Plan, Area Structure Plans, and other government regulations, policies, and procedures as required.

OCCASIONAL

- Provide back up to Recording Secretary in their absence for Municipal Planning Commission Meetings.
- Provide back up to Administrative Support, Planning and Development in their absence.
- Perform other duties as assigned by the Manager, Planning and Development.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Must be legally entitled to work in Canada.

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- Diploma in a Planning and Development related field of Planning, Architecture, Civil Engineering, Geomatics, Engineering Design and Drafting or a related discipline is preferred.
- Applied Land Use Planning Certificate (ALUP) preferred, or willing to obtain.
- Diploma and experience in Office/Business Administration, Legal Assistant, Real Estate, or Property Management would be considered an asset.
- Membership or eligibility for membership with the Canadian Association of Certified Planning Technicians (CACPT) would be considered an asset.
- Some knowledge of municipal government practices and principles related to rural planning, or a strong desire to learn.
- Experience in Electronic Disposition System (EDS), Electronic Transfer System (ETS), Landscape Analysis Tool (LAT), Plan Confirmation Service (PCS), Spatial Information System 2 (SPIN2) would be considered an asset.
- Valid Alberta Class 5 Drivers License or equivalent.

SKILLS REQUIRED:

- Customer service experience in a municipal setting or similar office environment.
- Must have a working knowledge of map reading & navigating throughout the rural municipality.
- Proficiency with Microsoft Word, Excel, Access, PowerPoint, GIS and related computer software.
- Ability to work on several projects or issues simultaneously, including research and data collection.
- Excellent interpersonal verbal and written communication skills to interact with public, staff, Council, and external agencies.
- Excellent communication (verbal and written), interpersonal, organizational, and time management skills.
- Must be able to maintain confidentiality.
- Must be self-motivated, and able to work independently and within a team environment and to adapt to a demanding and dynamic work environment.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Experience with land development/urban planning is an asset.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Occasional use and operation of a vehicle.
- Minimal physical effort; occasional light lifting.
- May be subject to working in an outdoor environment as required – heat, cold, dry, dusty and/or wet conditions as well as insects, bees, and wildlife.
- A normal working day consists of 7.5 hours; however, overtime may be required to conduct inspections and attend public meetings.

HEALTH & SAFETY:

- All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.

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- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear the correct Personal Protective Equipment as per safe job procedures.
- Must follow all safe job procedures.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying for*) and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca (*please quote the position in the subject line*)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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