

City of Edmonton Job Posting

54449 - Planning Technician II

Job Details:

ClassificationTitle: Planning Technician II

JobType: Temporary

OpeningDate: Jan 30, 2026

ClosingDate: Feb 13, 2026 11:59:00 PM (MST)

NumberOfOpenings: 2 - Temporary Full-time

Address: 5th Floor Edmonton Tower, 10111 104 Avenue

Country: Canada

Province: Alberta

City: Edmonton

ZipCode: T5J 0J4

UnionJurisdiction: CSU 52

Department: Urban Planning and Economy

The Opportunity

Housing is a top priority for our city, and we are transforming how we approve it. We are seeking a customer-focused Application Support Technician (Planning Technician II) to lead the intake and technical coordination of "Missing Middle" and Row Housing development applications.

In this role, you are both the first point of contact and the technical gatekeeper. You believe that "customers are the reason we are here," combining a service-first mindset with deep technical knowledge of the Zoning Bylaw. Your primary goal is to reduce application friction and ensure files are technically complete so our Development Planners can make decisions faster.

As the anchor of our expedited process, you will serve as a primary contact for community partners, providing expert guidance on zoning bylaws and land use regulations. You may also review and make decisions on minor development permit applications, including discretionary requests and variances, contributing directly to a well-planned community.

What will you do?

1. Intake & Readiness Review

- Conduct thorough intake reviews of Row Housing and medium-scale development applications
- Verify critical "completeness" items (e.g., dimensions, transportation access, checklist requirements) before the file reaches a Planner
- Act as a workflow gatekeeper, ensuring only "ready-to-review" files are passed forward to prevent delays
- Notify applicants promptly regarding the status of their submission (complete vs. incomplete)

2. Applicant Support & Communication

- Act as the primary support agent for incomplete applications. Instead of generic rejections, provide clear, actionable feedback to applicants regarding exactly what is missing
- Translate technical planning jargon into clear instructions for designers, builders, and applicants
- Proactively contact applicants via phone and email to resolve roadblocks
- Collaborate with Planners to triage complex inquiries and status checks

3. Process Management

- Review applicant resubmissions to certify technical completeness
- Assign validated files to a Development Planner to resume the review process or return the file to the applicant if requirements remain unmet
- Monitor and maintain the application lifecycle in POSSE, documenting conversations and decision points to ensure transparency
- Conduct initial circulations to internal agencies (Transportation, Waste, Fire, etc.)

4. Technical Decisions & Review

- Interpret the Zoning Bylaw and Municipal Government Act to make sound, defensible decisions on minor files
- Support the wider team by performing technical reviews on major projects and attending appeal board hearings when necessary
- May require to review and render decisions on a variety of Development Permits, including minor discretionary requests and variances
- Perform related duties as required

Qualifications

- Two-year technical diploma in planning, architecture, or landscaping from a recognized post-secondary institution
- 5 years of experience as a Planning Technician

Assets:

- A focus or specialization in planning or architecture within your technical diploma
- Experience working within a municipal government environment

Skills Required for Success:

- Comprehensive expertise in the Edmonton Zoning Bylaw, Municipal Government Act, and statutory regulations
- Proficiency in reading and interpreting blueprints, building elevations, floor plans, and Real Property Reports
- Skilled in conflict resolution and professional diplomacy when dealing with interested and/or affected parties
- Adept at managing heavy workloads and prioritizing tasks in a fast-paced environment
- Strong analytical thinking and sound judgment in exercising delegated discretion
- Clear and accurate verbal and written communication skills
- Independence in managing work assignments within defined decision-making parameters
- Technological proficiency in POSSE, Gmail, and Google Apps
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation, and inclusion

Conditions of Employment:

- Applicants may be tested

Work Environment:

- Note: This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52
- The weekly hours of work for this position are currently under review and may change at a future time in accordance with the collective agreement

- This role works primarily in an indoor setting
- This is a public-facing role and requires engagement and interaction with diverse people from various backgrounds with different needs, expectations, and emotional states

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits: <https://bit.ly/COEbenefits>

Up to 2 temporary full-time positions for up to 18 months

Hours of Work: 33.75 hours per week

Salary Range: \$47.562 - \$59.969 (Hourly); \$83,792.350 - \$105,650.390 (Annually)

Recruitment Consultant: JF/SO

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation