



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Job Title: Supervisor, Development Permitting

Requisition ID: 3988

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday - Friday 8:30am - 4:30pm

Department/ Branch: Planning and Development Services, Development Planning

Job Location: Fort McMurray

Starting Salary Range*: \$129,438 - \$136,834 (Pay Band G)

COLA: Bi-Weekly - \$480

Posted: January 3, 2026

Closing Date: Open Until Filled

Posting Type: Internal and External

*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans, and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

We strive to make our hiring process accessible to all candidates. If you require accommodation for the interview or any other part of the application process, please let us know.

GENERAL DESCRIPTION:

The Supervisor, Development Permitting is responsible for providing guidance and support to identify land use development issues that will impact the Municipality. The incumbent leads a team and sets priorities in developing, implementing, and evaluating statutory plans, policies, and procedures to facilitate development related economic activity in the region. This role will work collaboratively with all departments in the Planning and Development division to streamline steps and processes to optimize customer satisfaction and increase operational efficiency. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff. Empowers and develops staff by way of regular feedback, providing development opportunities and technical direction, as well as delegation of responsibilities.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals. Leads other urban and regional planning projects as required.

Departmental Guidance: Supervises development approval process as per provisions of the Land Use Bylaw and the Municipal Government Act. Negotiates with builders, land developers, and other stakeholders as part of the land development regulatory process. Supervises preparations of agreements and implementation of statutory plans. Supervises development of amendments to the Land Use Bylaw. Develops, maintains, and monitors public consultation process to promote positive relationship building with stakeholders, industry, and Indigenous partners. Oversees site inspections and enforcement processes and participate in the Subdivision and Development Appeal Board process.

SKILLS REQUIREMENTS:

- Candidates need to show evidence of the following:
- Sound knowledge of zoning, municipal bylaws, and provincial planning statutes.
- Ability to read and interpret engineering drawings, architectural and site plans, and understand specifications.

- Ability to empower people and use innovative approaches in situations involving rapid change, shifting priorities, or simultaneous demands.
- Excellent interpersonal, facilitation, and communication skills, as well as a demonstrated ability to assess situations from a business perspective.
- Strong team player with a collaborative approach.
- Experience prioritizing workflow, managing projects, and completing time sensitive tasks in a fast-paced environment.
- Excellent customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts; interacting in a manner that builds trust, confidence, and credibility.
- Adherence to administrative directives, policy, and legal requirements with knowledge of equity and inclusion practices and strategies as it relates to municipal programs and initiatives.
- Sound, practical judgment using independent

EDUCATION:

- Degree in Regional and Urban Planning, or another related program is required.
- Master's degree in Urban or Regional Planning is preferred.
- Certified Planner with membership in Canadian Institute of Planners (MCIP) is required and Registered Professional Planner (RPP) designation with the Alberta Professional Planners Institute is an asset.
- Applied Land Use Planning Certificate is an asset.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Five (5) years of experience in a municipal planning environment with a minimum of two (2) years of experience in a leadership/supervisory role.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- Criminal Record Check
- Valid Alberta Class 5 Driver's Licence is an asset.

WORKING CONDITIONS: Works in an oftentimes fast paced office environment, with occasional site inspections and visits. The incumbent must be flexible to perform duties after regular hours and on weekends as required.

SAFETY: As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the organization's Occupational Health and Safety Administrative Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public. This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.