

Planner 2

Department: Planning, Property and Development Department

Designated Work Location: Unit 15-30 Fort - Hybrid

Position Type: Up to two (2) Temporary, Full-time Positions – Up to Two (2) Years

Salary: Salary Schedule A-1 \$2,471.91 to \$3,317.34 bi-weekly (Grade 2)*
Salary Schedule A-2 \$2,471.91 to \$3,023.34 bi-weekly (Grade 2)*

Posting No: 125919

Closing Date: June 6, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and employee development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the supervision of the Principal Planner, the Planner 2 participates in the delivery of planning programs and services related to development applications and/or mid- and long-range planning initiatives.

The position supports and assists other planning staff on various Divisional planning initiatives as required and may participate in community engagement activities representing the Urban Planning and Design Division.

The Planner 2 provides recommendations on proposals for development, facilitates community processes, represents the Division at public hearings and participates with senior staff on more complex planning tasks and initiatives. Attendance at evening meetings may be required.

As the *Planner 2*, you will:

- Assist in the administration of planning services related to the development approval process.
- Participate in mid- and long- range planning activities.
- Research and report on new initiatives and trends in land use planning and land development.
- Deliver consultation and communication, internally and externally.
- Perform other duties consistent with the classification, as required.

Your education and qualifications include:

1. Master's Degree in City Planning or acceptable equivalent OR ability to obtain a Master's Degree within twelve (12) months of appointment to position.
2. Six (6) months related planning experience including writing policy that guides land use planning.
3. Experience in public engagement.
4. Working knowledge of sustainable development principles.
5. Working knowledge of computer systems, such as GIS.
6. Knowledge of contemporary planning and community issues.
7. Understanding of and ability to apply and interpret the City of Winnipeg Charter, OurWinnipeg 2045, Secondary Plans, Zoning By-Laws and other relevant legislation.
8. Strong verbal communication skills including public presentation and facilitation skills.
9. Strong written communication skills including research and report writing.
10. Organizational skills with the ability to multi-task in a deadline driven environment.
11. Strong research, analytical and decision-making skills.
12. High degree of initiative and ability to work with minimal supervision.
13. Ability to establish and maintain effective working relationships with developers, applicants, community organizations, councillors, and other civic staff.
14. Ability to maintain confidentiality and to be discreet.
15. Fluency in French would be an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

1. The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Check information please visit <https://www.winnipeg.ca/police/services/online-record-checks>.
3. Must have Registered Professional Planner (RPP) designation, or be enrolled as a Candidate toward the Registered Professional Planner (RPP) certification.
4. Eligibility in the Canadian Institute of Planners (CIP).
5. Must possess and maintain a valid Class 5 Manitoba Driver's License. The successful applicant will be required to provide a driver's notice in force document upon request.

APPLY ONLINE, including all documentation listed below:

1. Current resume and cover letter (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Hours of Work: 8:30 am to 4:30 pm

Employee Group: WAPSO

Position Reports To: Principal Planner

1. In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).

Only candidates selected for interviews will be contacted.