

TITLE: PLANNING MANAGER

Let's build something that lasts — together.

At Catterall & Wright, we've spent over 60 years shaping Saskatchewan's communities through practical municipal consulting that puts people first. Rooted in local knowledge and long-term relationships, we take pride in doing things the right way—delivering solutions that truly stand the test of time.

We're looking for a collaborative Planning Manager to lead a growing, high-impact team, coordinate resources and projects, and help grow our group's presence through client engagement and business development. This is a hands-on leadership role where you'll guide the team, take on projects as needed, and make a real difference in the communities we serve.

WHAT YOU'LL DO

Some of your key responsibilities include:

- Lead and manage the Planning group, ensuring projects are delivered on time, within budget, and to high standards.
- Develop and implement group plans aligned with our strategic objectives, including workload planning and staff resource forecasting.
- Mentor, coach, and support team members through performance feedback, development plans, and training initiatives.
- Oversee project resources, timelines, deliverables, and technical reviews to ensure successful completion of assignments.
- Actively participate in business development initiatives—building client relationships, identifying opportunities, and promoting the full suite of services.
- Manage and coordinate complex planning studies, technical reports, and civil engineering support from our land group for large-scale projects.
- Liaise with clients, municipalities, and regulatory agencies to ensure projects meet all compliance requirements.
- Develop and monitor project budgets, approve staff time and expenses, and ensure accurate documentation.

WHAT YOU BRING

You'll be joining a team that values practical expertise and thoughtful collaboration. Here's what will help you thrive and grow with us:

EDUCATION/EXPERIENCE

- Bachelor's Degree or Technical Diploma in Planning, Civil, Municipal, Environmental Engineering, or a related field, with a minimum of 5 years of relevant experience in any combination of project management, consulting, people management, land development, municipal planning, or related fields.
- **OR** 10+ years of progressive experience in municipal and land-use planning and management, in lieu of a degree or diploma.
- Registered Professional Planner (RPP) with full MCIP membership, or P.Eng. / P.Tech. designation is considered an asset.
- Authorization to work in Canada.

SKILLS/ABILITIES

- Strong leadership and management skills, with experience coordinating resources, workloads, and project priorities.
- Proven ability to supervise, mentor, and develop team members, fostering collaboration and growth.
- Skilled in project management, including budgeting, invoicing, reporting, and delivering complex assignments.
- Knowledge of municipal planning, land development, and civil engineering principles, with the ability to interpret bylaws, legislation, and construction standards to provide practical recommendations.
- Experience in proposal writing, business development, and client engagement, with the ability to identify opportunities and maintain strong relationships.
- Excellent communication skills for engaging with stakeholders, clients, regulatory bodies, and internal teams.
- Proficient with Microsoft Office, file management systems, and relevant technical software for planning and engineering analysis.

We're excited to bring on someone who shares our commitment to quality, teamwork, and building infrastructure that truly serves communities.

WHY CATTERALL & WRIGHT?

At Catterall & Wright, we've proudly served the community since 1965. As a locally owned partnership, we're rooted in practical, reliable service and committed to delivering innovative, thoughtful solutions for all types of municipal infrastructure.

We strive to be approachable, responsive, and personal in the way we work—with our clients and with each other. To say we have an amazing team is an understatement. We lean on each other, learn from one another, and, most of all, we support one another. That's how we operate, and that's who we are.



We also believe your workplace should support your whole life. Our total compensation package is designed to take care of your **health, wealth, career, and well-being**, and includes:

- Employer-matched RRSP contributions
- Extended health and dental benefits
- Health and Wellness Spending Accounts
- Paid overtime, sick leave, personal days, and additional C&W gifted days, and
- Professional development support
- A culture that values people, not just productivity

We're proud to have active Social and Equity, Diversity & Inclusion (EDI) Committees that organize events, learning opportunities, and ways to connect outside of day-to-day project work.

If you're looking for meaningful work with a team that genuinely has your back—we'd love to hear from you!

READY TO JOIN US?

Please submit a **cover letter and resume** outlining your skills, experience, and interests to resumes@cwce.ca. This post will remain open until a suitable candidate is found.

We appreciate every application; however, only those selected for an interview will be contacted. All applications are kept strictly confidential.

Job Type: Full-time, with flexibility to consider 80% FTE for the right candidate.

Schedule: Monday to Friday; Work Location: In person