

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Land Use Plan Property Tech

Requested Class

Technologies 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

Properties, Asset Management/LP

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Planning Technologist ensures the delivery of planning services and products through the provision of technical planning knowledge and the effective coordination of technological and data resources within government policies and procedures, approved budgets and recognized planning technologist standards and practices, in support of Infrastructure's operating plan and in line with the Ministry's policies and goals.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Ensures recommended boundary changes to the Edmonton and Calgary TUCs are approved by preparing Recommendations for Order in Council (ROC) to amend the Restricted Development Area (RDA) Regulations.

- Reviews recommended boundary changes, identifies all affected certificates of title and roads, and researches legal descriptions.
- Provides instruction and relevant information to initiate legal surveys.
- Reviews completed survey plans and prepares briefing notes to recommend plan registration.
- Undertakes subdivision and consolidation of property titles as required and prepares legal descriptions for submission to Land Titles.
- Prepares clearly marked plan attachments to show lands and roads identified for either inclusion or removal from the RDA.



- Prepares regulatory appendices and mapping describing and showing affected lands for submission to Legislative Counsel Office for their approval.
- Supports and contributes to Order in Council submissions to Executive Council for final approval under authority of the *Government Organization Act*.
- Upon approval, prepares notices to the Land Titles Office to endorse or cancel the RDA notice on each affected certificate of title.
- Prepares RDA amendment notifications to each estate or interest holder on title.
- Ensures all title changes are communicated to appropriate staff to update the property inventory database and mapping database.

Aids in the review and processing of applications for Ministerial Consent for the Edmonton and Calgary TUCs

- Supports Managers and Planners in the review and assessment of Ministerial Consent (MC) applications for completeness and acceptability.
- Gathers and evaluates all relevant survey, title and encumbrance information.
- Follows up with the proponent where certain areas of the application are deficient.
- Prepares attachments.
- Reviews proponent's legal survey plans, and if acceptable, prepares a briefing note to endorse the plan for registration.

Maintains a TUC map inventory which includes surplus maps, acquisition maps, and TUC maps in digital or paper form

- Tracks TUC boundary changes and works with Technical Services to ensure current program, surplus and private lands are accurately depicted on the various map formats.
- Provides instruction and relevant information to Technical Services to update TUC mapping (acquisition, surplus and government-owned lands).
- Verifies revised maps and coordinates with Technical Services if corrections are required.
- Distributes material to stakeholders.

Reviews and processes applications for Utility Rights-of-Way and other encumbrances on Infrastructure Program Lands

- Reviews, assesses and supports the decision-making process on applications to Infrastructure for Utility Rights-of-Way, Licenses, Easements, Encroachments, Restrictive Covenants, etc., and assembles background information.
- Reviews relevant files, plans, and certificates of title and prepares attachments.
- Communicates with applicant if additional information is required.

Reviews Infrastructure land acquisition and Real Property Governance Act disposition requests

- Ensures all relevant information identifying purchase and surplus lands is received and the title is suitable for transfer.
- Ensures documentation is prepared for thorough assessments to enable decision-making under the Real Property Governance Act (Bill 13).
- Reviews, in conjunction with the Manager / Planner to identify any planning issues related to the subject property, such as subdivision, consolidation, and easement / right-of-way requirements.
- Coordinates survey requests with Technical Services, reviews completed survey plans, recommends plan registration to the Director and undertakes title separation or consolidation if necessary.
- Communicates with municipal planning authorities regarding completed surveys.
- Ensures all property title changes are identified to property inventory for updates to the land inventory database.

Problem Solving

Typical problems solved:

Reporting to the Manager, Land Planning - South, the position is responsible and accountable for the provision of technical planning services, and for the quality and timeliness of the information and resources provided to the work units and ministries that are served by the Land Planning unit.

Types of guidance available for problem solving:

Information is received from all levels both within and external to the ministry, including the Land Titles SPIN system, various GIS and mapping systems, and from internal and external staff contacts. Guidance is provided by the *Government Organization Act*, *Municipal Government Act*, *Restricted Development Area Regulations*, the Land Titles Procedures Manual, and the Transportation and Utility Corridor Program Policy, amongst others legislation, policies and procedures.

Direct or indirect impacts of decisions:

The Planning Technologist's duties directly impact the registration of surveys and other encumbrances and the completion of Order in Council packages to amend the Restricted Development Area Regulations, and indirectly impact the acquisition and disposition of Crown properties, the issuing of letters of Ministerial Consent for surface disturbances within the TUCs, and the preparation of various planning studies and documents undertaken by the ministry, including technical information for assessments under the Real Property Governance Act (Bill 13).

Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders include engineering and environmental consultants, private developers, municipal governments, utility companies, the general public, client departments such as Transportation and Economic Corridors and Environment and Protected Areas, and consolidated Agencies, Boards and Commissions.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Related discipline, such as planning, surveying or cartography.

Job-specific experience, technical competencies, certification and/or training:

A two-year diploma in a related discipline (planning, surveying, cartography) or extensive related work experience in a planning, survey or real estate environment.

Comprehensive knowledge of:

- ☐ The Alberta Township Survey System (ATS)
- ☐ The Alberta Land Titles and Procedures Manual and the specific procedures for plan registrations and title separations/consolidations
- ☐ Legal survey preparation and plan registration process

Very good understanding of:

- ☐ Restricted Development Area Regulations
- ☐ Relevant portions of the Government Organization Act
- ☐ Real Property Governance Act (currently drafted as Bill 13)
- ☐ The Department's organizational structure and business plan
- ☐ Computer Aided Design (CAD) applications
- ☐ Geographical Information Systems (GIS) applications

Demonstrated ability to:

- ☐ Interpret survey and engineering plans (contours, profiles, cross section), planning/transportation studies, topographic maps, air photos, technical reports, land titles and property encumbrances
- ☐ Communicate effectively in both written and verbal forms
- ☐ Work independently
- ☐ Apply professional good judgment
- ☐ Translate technical information to communicate to others in the department
- ☐ Prepare plan attachments utilizing a variety of tools and resources
- ☐ Obtain information from Alberta Land Titles' Spatial Information (SPIN II) system
- ☐ Utilize engineering/architectural scales (metric/imperial)

Effective Skills:

- ☐ Interpersonal and team work skills
- ☐ Time management and organizational skills
- ☐ Analytical thinking and problems solving skills
- ☐ Conflict management skills

☐ Computer skills, including proficiency in Microsoft Word, Excel, Outlook, AutoCAD and the internet

Proficiency in additional computer programs, including GIS applications, OpenText and SharePoint applications, are an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Works with various stakeholders to gather information and produce deliverables, but is not expected to delegate responsibilities.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Technical knowledge and strong problem solving skills needed to solve defined tasks, but not expected to solve complex problems involving policy or multiple-stakeholders.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	The position requires seeing connections between various information sources, future oriented thinking, and technical analysis of documents and plans submitted for review.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change 	Duties require adaptability as policies, processes, information systems and technology evolves. Opportunities to improve existing processes are

		<ul style="list-style-type: none"> • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	encouraged.
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