

## DEVELOPMENT OFFICER

**The Red River Planning District (RRPD) is currently seeking a full-time Development Officer to join our team.**

The RRPD is a partnership between the Rural Municipalities of St. Andrews, St. Clements, East St. Paul, West St. Paul, and the Village of Dunnottar. The RRPD provides planning and building development services for the district. Our responsibilities include the adoption, administration and enforcement of the development plan for the entire district; the administration and enforcement of our member municipal zoning by-laws and any secondary plans; and the building by-laws of our member municipalities.

### Job Info

- Posting Date: 01/09/2025
- Office Location: 2978 Birds Hill Road, East St. Paul, MB, R2E 1J5
- Apply Before: 01/31/2025, 11:59 PM
- Education Level: Post secondary specialized training/certificate
- Job Schedule: Full time/permanent
- Working Hours: Standard 35 hour work week

### Duties and responsibilities

- Performs inspections and related duties to processed development applications.
- Maintains accurate inspection records within the Cloudpermit system.
- Receives and addresses inquiries regarding regulations and matters related to land use and development.
- Assists colleagues by providing support on development permits and building code information.

### Qualifications

- Practical experience working with development regulations (e.g. building code, plumbing code).
- Completion of a Building Inspection Certificate – Part 9 Certified Building Code Official (CBCO) preferred.
- Proven ability to work with computers and office related software (such as MS Word, MS Excel etc.), and other office related equipment (fax, copier etc.).
- Ability to exercise courtesy, tact and sound judgement in discussion of land use and development matters with developers, consultants, the representatives of other levels of government, Planning District staff and members of the general public.

- Ability to work efficiently and with frequent interruptions.
- Excellent written and verbal communication skills, with the ability to maintain a professional and positive image while working with internal and external customers and residents.
- Must possess and maintain a valid Class 5 Manitoba Driver's License.
- Must be physically capable of performing the duties of this position including crouching, crawling, working in confined spaces, climbing ladders, and working in extreme temperatures.

### **Remuneration Package**

The RRPD provides a competitive compensation package, with pay determined based on experience and qualifications.

- Retirement Benefits: RRPD offers a robust retirement program, including participation in the MEBP Pension Plan.
- Health and Dental Coverage: Employees enjoy comprehensive health benefits, covering ambulance services, dental care, extended health care, prescription medications, virtual care, vision care, and more.
- Insurance Plans: RRPD ensures its employees are well-protected with short-term and long-term disability insurance, as well as Accidental Death and Dismemberment (AD&D) coverage.
- Paid Time Off: Employees receive time off in accordance with the RRPD staff manual, in addition to statutory holidays.

### **Working conditions**

The duties and responsibilities of this position will take place during regular business hours. The position requires working in-office and at construction sites within the Planning District.

Applicants who do not meet all the listed qualifications are still encouraged to apply, as they may be considered for this or other suitable roles within the organization.

Please submit your resume and three references to:

Jennifer Ferguson  
Executive Director  
2978 Birds Hill Road  
East St. Paul, MB  
R2E 1J5  
Email: [jennifer@rrpd.ca](mailto:jennifer@rrpd.ca)