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Realty (Development) Officer [Share this page](#)

Reference number: CAP24J-157297-000022

Selection process number: 2025-CAP-PANP-EA-TERM-009

Parks Canada - Northern Prairies Field Unit
Prince Albert National Park of Canada (Saskatchewan), Waskesiu
Lake (Saskatchewan)
PM-03 - Realty (Development) Officer
Anticipatory term
\$74,023 to \$79,759

For further information on the organization, please visit [Parks Canada](#)

Need help with your application? [For tips to navigate the application process step by step, click here.](#)

Closing date: 5 January 2025 - 23:59, Pacific Time

Who can apply: Open to residents within a 500 KM radius of the city of Prince Albert, SK, who are entitled to work in Canada.

Parks Canada Agency considers applications from individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

[**Apply online**](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized

accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

Diversity matters to us! We strongly encourage you to self-declare if you are a member of one or more of the following employment equity groups:

- 👉 Indigenous people
- 👉 Persons with disabilities
- 👉 Members of racialized groups

To encourage workforce diversity, consideration may be given to candidates who self-declare as Indigenous.

No cover letter required – Respond to questions in the on-line application.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Duties

Working with the Waskesiu Townsite office, the Realty & Development Officer will categorize and review residential and commercial development applications, and issue development and building permits. Work with the public to facilitate understanding of land-use and development processes; work with the realty and development advisor to ensure compliance with landscaping, architectural motifs, safety codes, and other policies, laws and regulations.

Work environment

Prince Albert National Park is the gateway to Saskatchewan's northern boreal forest. A one-hour drive north of the city of Prince Albert, the park is a land of lakes surrounded by mixed-wood forest. The townsite of Waskesiu Lake is a small national park town with a collection of residences and businesses on the shores of beautiful, crystal-clear Waskesiu Lake.

We offer:

- Comprehensive benefits package (including family health, dental and vision care);
- Public service pension plan;
- Staff housing in Waskesiu may be available;
- A backdrop of the great outdoors for your free time;
- Employment with a well-respected federal organization;
- Dedicated colleagues who work together to share and preserve Canada's cultural and natural history with people from around the world.

Intent of the process

The intent of this process is to fill a temporary PM-03 position, to start in February 2025, located at Prince Albert National Park.

A list of qualified candidates may be established through this process to staff identical or similar positions within Parks Canada Agency, whose tenure could vary depending on the position being staffed (i.e. determinate period or indeterminate) and whose language requirements, linguistic profiles and security requirements could also vary.

Positions to be filled: 1

Information you must provide

Your résumé.

Contact information for 3 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION : A secondary school diploma or an acceptable combination of education, training and/or experience.

Degree equivalency

EXPERIENCE:

- Experience with the submission and/or review of development and building permit applications.
- Experience in leading/monitoring/inspecting building construction or renovation projects.

- Experience in information and/or records management;
- Experience in researching and analyzing legislation and policies; and
- Experience in excellent customer service.

The following will be applied / assessed at a later date (essential for the job)

English essential

Information on language requirements

KNOWLEDGE:

- Knowledge of acts, policies, regulations, and procedures with respect to land use planning and development in national parks and the province of Saskatchewan.
- Knowledge of planning, building and development practices, terminology and processes, including knowledge of architectural and development practice.

ABILITIES:

- Ability to adapt and perform duties independently and/or with diverse groups or individuals in a fast paced or changing environment,
- Ability to work collaboratively with others to achieve organizational goals.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze information and to provide clear and succinct recommendations to support sound decision making.

PERSONAL SUITABILITY:

- Personally connects with people;
- Demonstrates integrity;
- Makes things happen;
- Takes responsibility.

The following may be applied / assessed at a later date (may be needed for the job)

The following qualifications may be applied and/or assessed because they are beneficial in carrying out the duties of the position. They may be used in screening, assessment or determining right fit for this selection process, so please describe how you meet any of the following criteria:

- Experience in conflict management and problem solving;
- Experience providing specialist advice and support to managers, stakeholders, contractors, drafts people and to the public with respect to Development projects and/or Realty portfolio;

- Familiar with the National Building Code of Canada
- Familiar with regulations and guidelines related to Project Management, Development review and Environmental Assessment processes.

Conditions of employment

- Security Screening: Obtain and maintain Reliability Status Clearance.
- Obtain and maintain valid class 5 license.


OPERATIONAL REQUIREMENTS:

- Willingness to wear identifier clothing and use safety equipment;
- Willingness to wear a Parks Canada uniform;
- Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays;
- Willingness to perform site visits and inspections throughout the field unit;
- Willingness to travel throughout the field unit and in various weather conditions.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity.

 The Parks Canada team is proud to be recognized by Forbes as one of Canada's Best Employers (2024).

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Persons are entitled to participate in the appointment process in the official language of their choice.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Scott Nesbitt, a/Townsite Manager II

scott.nesbitt@pc.gc.ca

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Date modified:

2024-11-28