

Position Description

Position:	Planning Technician	Type:	Union
Incumbents:			
Reports To:	Planner, or designate(s)		
Date:		Next Review Date:	
Positions Supervised:	N/A		

PART I – Description of job requirements

General Accountabilities

Under the supervision of the Planner, or designate(s), the Planning Technician is responsible for aiding and assisting the Planning Department in: responding to requests for Planning information; reviewing building plans for compliance with the Township’s Zoning By-law; responding to general inquiries and requests for planning information; interpretation and analysis of planning documents and policies; assists in the preparation of background research and reports; preparing GIS mapping; and, providing general operational support to the functioning of the Building By-laws and Planning Department.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

1. Assists in the preparation and development of GIS mapping for inclusion in reports or in support of departmental priorities.
2. Conducts background research as deemed necessary by the Planner, or designate(s).
3. Under the supervision of the Planner, or designate(s), reviews applications and prepares reports related to planning applications.
4. Assists in the interpretation of responses of circulated departments and external agencies/authorities respecting development applications.
5. Attends Committee of Adjustment hearings as required.
6. Assists in the preparation of legal documents to implement planning decisions, including official plan amendments, zoning by-law amendments, deeming by-laws, part lot control by-laws, restrictive covenant agreements and other planning related documents as required.

7. Assists in the preparation of supporting documents for circulation of planning applications, including letters of circulation and public meeting notices.
8. Assists in performing site inspections of lands subject to planning applications.

Communication

9. Responds to public inquiries by providing verbal and/or written information or referring them to the Planner, or designate(s).

Policy Compliance

10. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
11. Ensures compliance with Township and legislated policies, practices and procedures.
12. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
13. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

14. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

Part II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job.

Technical Skills/Experience

1. A minimum of two (2) years' experience in a related position is required and within a similar setting is preferred.
2. Working knowledge of the Planning Act and associated Regulations, Provincial Policy Statement, and other related legislation and guidelines is required.

3. Proficiency with GIS software is required with a preference towards the Esri ArcGIS platform.
4. Proficiency with Microsoft Office (MS Word, Excel, PowerPoint), is required.
5. Ability to interpret air photos and understand land surveys and legal descriptions of property.
6. Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands.
7. Excellent communication, interpersonal and customer service skills are required.
8. Excellent organizational, analytical, investigative, problem-solving, and report writing skills are required.
9. The incumbent is required to have a basic knowledge of and skill base in clerical functions.
10. Ability to work independently with minimal supervision.
11. The incumbent may be required to provide a criminal check on an annual basis.
12. Ability to maintain confidentiality where mandated or required.
13. Ability to maintain discretion and tact at all times.

Education/Licences

14. College diploma or university degree in Planning or a related discipline (e.g., Urban Geography, Environmental Science, GIS, etc.) is required.
15. Candidate or Full membership in the Canadian Institute of Planners (CIP) / Ontario Professional Planners Institute (OPPI) / Canadian Association of Certified Planning Technicians (CACPT) is preferred.
16. Possession of a valid “G” Driver’s Licence for the Province of Ontario.

Working Conditions

17. Office work requiring long periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
18. Light physical effort or dexterity.

- 19. Availability to work occasional overtime as required.
- 20. Periods of intense concentration with a need for attention to detail and accuracy.
- 21. Site inspections require light physical demands outside of normal office working conditions.
- 22. Occasional exposure to weather conditions and hazards.
- 23. Deadlines may cause stress.
- 24. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager