

# Position Description PLANNING TECHNICIAN (CONTRACT)

#### **Position Information**

Position Title:	Planning Technician (Contract)
Department:	Planning
Reports To:	Director of Planning and Building
Hours of Work:	Monday to Friday office hours
Date Completed:	
Date Revised:	October 1, 2021

#### **Reason for Submission**

New Position:	
Change in Responsibilities:	Update of position description
Other (specify):	

# **Position Summary**

The Planning Technician is responsible for assisting the Director of Planning and Building and Community Planner with services delivered by the Planning Department such as the preparation of technical reports, presentations and notices. The position provides basic intake and review of a wide variety of land use and development proposals.

#### **Key Accountabilities**

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	<b>Key Performance Indicators</b>
Administration:  Assist the Director in the preparation and submission of the Planning department's annual business plan and budgets (operating and capital).  Develop recommendations to the Director of Building and Planning and Community Planner relating to development applications, zoning, variances, new or revised policies, new legislation, etc. consistent with applicable planning documents.	<ul> <li>On-time submission of reports/recommendations.</li> </ul>



 Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels.

# Liaison with external network and regulatory officials/agencies.

## Operations:

- Assist the Director and Community Planner with procedures, work methods and standards of services delivered by the Building and Planning Department.
- Assist the Director and Community Planner with the identification of best practices for land use planning, land division control and development application reviews, zoning administration, environmental planning, GIS/municipal mapping, by-law compliance for possible application.
- Collaborate with the Director and Community Planner as required, for the completion, technical support and advice for the department in the review and timely processing of all applications, (i.e., site plan, subdivision/ condominium, Official Plan amendments, zoning By-law amendments, variances, etc.) including site inspections, Committee of Adjustment secretariat duties, etc.
- Conduct research for correspondence/report writing and preparation of legal documents including court/tribunal proceedings, and materials to implement planning decisions, e.g. site plan agreements, subdivision / condominium agreements, zoning by-law amendments, variances including written opinions on planning and economic matters.
- Provide technical support and problemsolving assistance on planning matters to the Director, Township staff, developers and property owners.
- Forward information and corrections related to maintenance and updated information for the municipal GIS land parcel base maps and data systems relating to planning matters.
- Assist the Director and Community Planner in the development and implementation of a quality assurance program to maintain on time and courteous delivery of services to the

 Identification of best practices for planning.

- Appropriate and accurate research conducted for legal documents/proceedings.
- Customer service delivered in timely, helpful and professional manner ensuring relay of appropriate and accurate information.



- public of the highest standard, including follow-up on program feedback and customer complaints.
- Assist the Director and Community Planner with projects, including planning and research studies such as awarded contracts and other initiatives.
- Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies.
- Performs other duties as assigned.

- Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct.
- Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.

## **Knowledge, Skills & Experience**

Identify the minimum education and experience required along with required and preferable skills.

Education	<ul> <li>Post Secondary Degree / Diploma in Land Use or Urban Planning or a related field.</li> </ul>
	<ul> <li>Knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.</li> </ul>
	<ul> <li>Membership or eligibility for full membership in Ontario Professional Planners' Institute is considered an asset.</li> </ul>
Experience	<ul> <li>Minimum of two years of progressive land use planning policy and/or cultural heritage planning experience.is preferred.</li> <li>Minimum of two years experience in a municipal planning department is considered an asset.</li> </ul>
Skills	<ul> <li>Proven skills and ability to analyze and present data in a comprehensive and understandable manner.</li> <li>Superior research skills.</li> <li>Excellent communication, written and verbal skill sets</li> <li>Strong consultation and liaison skills with community groups, organizations and government bodies.</li> <li>Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.</li> <li>Knowledge of computer software such as Microsoft Suites, GIS, CloudPermit etc.</li> </ul>

# **Approvals:**

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

Αţ	proved	By:	



	Manager
Approved By:	:
	Chief Administrative Officer
Date:	