



Full Time Employment Opportunity - Township of North Dundas

Junior Planner or Planning Technician

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre, and numerous community events throughout the year.

The Township of North Dundas is seeking a motivated, dedicated, individual for the position of Junior Planner or Planning Technician. Reporting to the Director of the Planning, Building, and By-law Services team, the Junior Planner or Planning Technician will be responsible for processing development and planning related applications, the development and subsequent maintenance of the Township's Comprehensive Zoning By-law and maps, the preparation of development of planning reports, presentations, minor variances, notices and by-laws, providing interpretation of provincial, county, and municipal planning documents and policies, and responding to requests for planning information, reviewing/commenting on site plan applications, in addition to providing general administrative support and other duties as assigned by the Director of Planning, Building, and By-law Services.

The ideal applicant should possess a university degree in Land Use Planning or related discipline, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS). The Township of North Dundas is also considering those applicants with a completion of a two (2) year diploma in Land Use Planning or related discipline, and two (2) years of recent related municipal or public sector experience as a planning technician.

Complete position descriptions, including the planning technician position description follow below.

This is a full-time position with a salary range of \$61,115-\$71,479 (under review) for a qualified Junior Planner, or \$56,221-\$65,756 (under review) for a planning technician with a comprehensive benefits package including participation in the OMERS pension plan.

To apply to become part of our team, please submit your resume and cover letter by 4:00 pm on January 30, 2023 to careers@northdundas.com or by mail to:
636 St. Lawrence Street, PO Box 489, Winchester, ON K0C 2K0

The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: **Junior Planner**

LAST REVISION DATE: August 12, 2021

REPORTS TO: Director of Planning, Building and By-law Services

APPROVED BY: Township Council

SALARY RANGE: Grade 7

EFFECTIVE DATE: August 18, 2021

Position Summary:

Reporting to the Director of Planning, Building and By-law Services, the Junior Planner provides bylaw and policy interpretation advice to the public; and basic intake and review of a wide variety of land use and development proposals. The incumbent processes a variety of applications, and assists with carrying out field inspections and collecting data as required. The Junior Planner completes file research and maintenance; assists with the preparation of technical reports, research and planning studies; and provides back-up and assistance for the front counter, when needed.

Position Qualifications:

- University Degree in Land Use Planning or related discipline, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Exceptional interpersonal and communication skills with a confident and pleasant disposition.
- Ability to collect, analyse and interpret data and submit conclusions and recommendations.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.
- The ability to make effective presentations to technical and public groups.
- Ability to work within, and contribute to a team environment.

- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Must have a Valid Class “G” driver’s licence and be able to provide and maintain a clean Drivers Abstract.
- Willing to accept responsibility and demonstrate initiative.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Strong computer skills, and a good knowledge of standard business software.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.

Position Description, Duties and Other Requirements:

- Assistant to the Director of Planning, Building and By-law Services.
- Assist in the development and subsequent maintenance of the Township’s Comprehensive Zoning By-law and maps.
- Co-ordinate development/planning applications, conduct site inspections, prepare background planning reports, presentations, notices and draft by-laws and resolutions.
- Prepare compliance reports.
- Provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports, supporting data, and presenting the application to the Committee.
- Assistant Secretary-Treasurer to the Committee of Adjustment.
- Assist in the development of the Township’s GIS database.
- Conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials.
- Conduct site inspections for the purpose of data collection or to ensure compliance with by-laws and other regulations.
- Dog licence sales/data entry.
- Update assessment files and maps.
- Assist with planning inquiries.
- Responsible for file management.
- Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications.

- General office administration.
- Occasional evening meeting attendance required.
- Must have the ability to establish effective working relationships.
- Excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry.
- Perform other duties as directed, and undertake special projects as assigned.
- Must provide a current Police Criminal Record Check as a condition of employment.
- Membership in the Ontario Professional Planning Institute (OPPI) and Canadian Institute of Planning (CIP) are considered an asset.
- Must be able to work in stressful situations for extended periods of time.

Working Conditions:

Work involves occasional lifting up to ten lbs. Must be able to work in a climate controlled, office environment. Ability to read and write in English in order to process paperwork and follow-up on any actions necessary. Sitting for extended periods of time. Manual dexterity needed for keyboarding and other repetitive tasks. Work also involves walking outside with exposure to various temperatures, inclement weather including rain and snow, usually in a work alone situation, travelling in a vehicle, typically locally, to other Municipal buildings or off-site locations. Physical effort required when walking on uneven surfaces, installing and removing signs for public meetings.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: **Planning Technician**

LAST REVISION DATE: April 9, 2019

REPORTS TO: Director of Planning, Building and By-law Services

APPROVED BY: Township Council

SALARY RANGE: Grade 6

EFFECTIVE DATE: April 10, 2019

Position Summary:

Reporting to the Director of Planning, Building and By-law Services, the Planning Technician provides bylaw and policy interpretation advice to the public; and basic intake and review of a wide variety of land use and development proposals. The incumbent processes a variety of applications, and assists with carrying out field inspections and collecting data as required. The Technician completes file research and maintenance; assists with the preparation of technical reports, research and planning studies; and provides back-up and assistance for the front counter, when needed.

Position Qualifications:

- Completion of a two (2) year diploma in Land Use Planning or related discipline, two (2) years of recent related municipal or public sector experience as a planning technician, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Exceptional interpersonal and communication skills with a confident and pleasant disposition.
- Ability to collect, analyse and interpret data and submit conclusions and recommendations.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.
- The ability to make effective presentations to technical and public groups.
- Ability to work within, and contribute to a team environment.

- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Must have a Valid Class “G” driver’s licence and be able to provide and maintain a clean Drivers Abstract.
- Willing to accept responsibility and demonstrate initiative.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Strong computer skills, and a good knowledge of standard business software.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.

Position Description, Duties and Other Requirements:

- Assistant to the Director of Planning, Building and By-law Services.
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- General office administration.
- Occasional evening meeting attendance required.
- Must have the ability to establish effective working relationships.
- Excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry.
- Perform other duties as directed, and undertake special projects as assigned.
- Must provide a current Police Criminal Record Check as a condition of employment.
- Membership in the Canadian Association of Certified Planning Technicians (CACPT) is considered an asset.
- Must be able to work in stressful situations for extended periods of time.

Working Conditions:

Work involves occasional lifting up to ten lbs. Must be able to work in a climate controlled, office environment. Ability to read and write in English in order to process paperwork and follow-up on any actions necessary. Sitting for extended periods of time. Manual dexterity needed for keyboarding and other repetitive tasks. Work also involves walking outside with exposure to various temperatures, inclement weather including rain and snow, usually in a work alone situation, travelling in a vehicle, typically locally, to other Municipal buildings or off-site locations. Physical effort required when walking on uneven surfaces, installing and removing signs for public meetings.

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