



VACANCY POSTING

POSTING #: CUPE-2022-17 Posting Period: March 24 - April 18, 2022	EMPLOYEE GROUP: CUPE LOCAL 4700 (Haldimand) POSITION STATUS: Temporary Full-Time (until approximately March 24, 2023) Hours worked per week: 35
Position: Planning Technician Grade: 5 Wage Range: \$22.948 - \$26.565 / hr (January 2022)	Department / Division: Community & Development Services / Planning & Development Location: Cayuga, ON

WE ARE HIRING!

Located on the Niagara Peninsula in Southern Ontario, Haldimand County is a single-tier municipality with diverse urban and rural communities, an endless supply of four-season outdoor activities and an outstanding quality of life. Our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live. We're currently looking for a Planning Technician to assist the Planning and Development team on its journey to successfully manage the growing development within our county. The ideal candidate for the Planning Technician position is a dedicated self-starter with strong organization skills and proven experience in delivering excellent customer service to its stakeholders.

The County believes in encouraging our employees to contribute to meaningful work that makes a positive difference. Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities is vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

PURPOSE OF POSITION:

Reporting to the Supervisor, Development Services, the incumbent will:

- provide assistance to the Manager, Planning & Development, as well as to the Supervisor, Development Services, Secretary Treasurer - Committee of Adjustment, and other members of the division, when and as assigned;
- provide general support to Planners in the processing of development applications (zoning amendments, subdivisions, etc.) and undertaking research;
- provide general information and customer support on planning applications and processes to the public and others;
- process Committee of Adjustment applications (consent and minor variance) in accordance with *Planning Act* and

EDUCATION & EXPERIENCE

- High School Grade 12 graduation plus an additional program of over one and up to two years, or equivalent (for example, Planning Technician) plus additional courses required

PLUS

- over one year, up to and including two years current related experience in a planning office (private or public) and orientation, training & adjustment on the job itself.

Or equivalent to that combination.

KNOWLEDGE & SKILLS REQUIRED:

- working knowledge and understanding of municipal planning processes, documentation requirements, sound planning principles and practices
- working knowledge of the *Planning Act* and other related legislation and regulations, Provincial Policy Statement, Provincial Growth Plan and Official Plans and Zoning By-Laws
- proven research, time-management and organizational skills including the ability to prioritize and multi-task
- proven effective oral, listening and written communications skills
- proven ability to deal effectively and tactfully with customers including the public, applicants and stakeholders and other officials
- must possess a valid Ontario driver's license and have access to a vehicle

COMPUTER EXPERTISE:

Level 4 - The incumbent must possess intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae).

MACHINES OPERATED:

- computer and peripherals
- general office equipment
- vehicle

Accountabilities / Tasks

Include, but are not limited to the following:

- Answer telephone and / or counter inquiries on behalf of the department (Planning & Economic Development), division (Planning & Development).
- Collect and maintain records of all public inquiries received in the Planning & Development Division.
- Assist the Manager / Supervisor with the monitoring of Divisional service standards and assessment of compliance with such.
- Assist Planners with the administration of various aspects of data entry / file maintenance within County's Cityview program.
- Attend and prepare materials for various staff meetings including agendas, notes/minutes, etc.
- Prepare responses to lawyer's request for Planner signature.
- Prepare public notices for planning applications ensuring compliance with the Planning Act.
- Prepare mailing lists and circulate zoning by-laws as per the Planning Act.
- Contact Local Planning Appeal Tribunal re. planning-related appeals; prepare information records for hearings, as requested / directed.
- Work with the Clerk's division with regard to by-law requirements under the Planning Act.
- Update / insert changes to zoning by-laws and official plans to ensure those documents are current.
- Record and input information into files (electronic and hard-copy) for future reference as per Corporate Records Management guidelines.
- Provide counter back-up/coverage for relief to the Customers Service Representative, when and as required.
- Process and assist with receipt of payments (various applications fees).

- Undertake tasks / work assignments as directed by the Supervisor.
- Assist in processing Committee of Adjustment applications (consent and minor variance) and preparation of reports.
- Assist in the assignment of civic addresses and preparation of related correspondence.
- Research, assigned projects, prepare background and analysis reports, including field investigations, which will be used in the development of planning policies for the municipality, special studies or in the processing of development applications.
- Prepare planning application files and review all submitted applications for accuracy and completeness.
- Field investigations to assess whether developments conform to approved site plans.
- to perform other tasks as assigned.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - a pre-hire physical | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.