



Planning and Development Technician

The Township of Greater Madawaska is inviting applications from qualified candidates to fill the full-time position of Planning and Development Technician. This position reports to the Manager of Planning and Development and will provide operational support to the planning, building and by-law enforcement functions of the municipality. In this capacity the position acts as the first point of contact related to planning and building services. The position receives, reviews, and processes applications, general inquiries, responds to public complaints, prepares correspondence, emails, by-laws and reports, as required. The position will also support other departments as needs arise.

The ideal candidate will possess the following qualifications:

- Post-secondary diploma or degree in a related field such as Planning, Geography, Public Administration, or equivalent experience.
- 2 years of municipal experience is considered an asset.
- Experience administering the requirements of the Ontario Planning Act.
- Experience with GIS mapping and an ability to read and interpret surveys, building plans, and architectural drawings is an asset.
- Ability to communicate effectively and courteously with employees and members of the public, both in person, telephone or electronically.
- Highly developed organizational, communication and inter-personal skills with the ability to cope with competing demands and multiple tasks.
- Private use of vehicle – Must hold and maintain a valid 'G' Ontario drivers license and have immediate access to a reliable vehicle

The salary range for this position is \$53,043.00 to \$62,403.00 based on a 35-hour work week (8:30am – 4:00pm), includes a comprehensive benefit plan and opportunity for a flex time schedule.

Submission Deadline: Interested candidates are invited to submit a resume and covering letter, to be received no later than 4:00 p.m. on April 1, 2022 to:

Jessica Schroeder, Finance and Human Resource Administrator
Corporation of the Township of Greater Madawaska
19 Parnell Street, P.O. Box 180
Calabogie, ON K0J 1H0
Fax: 613-752-2617
Email: finance@greatermadawaska.com

The Township of Greater Madawaska is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.