



PERFORMANCE MANAGEMENT

Job Description	Job Title: <u>Planning and Development Technician</u>	Page # 1 of 4
Location: Township Office	Reports To: Manager of Planning and Development	Revision date: March 2022
Department: Planning		Salary: Group 5
Approval:	{ }	C.A.O. / Clerk-Treasurer
	{ }	Job Evaluation Committee
	{ }	Employee

Position Summary:

Under the supervision of the Manager of Planning and Development the position 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 provide administrative assistance to other departments as directed.

Education

- Post-secondary diploma in a related field such as Planning, Geography, Public Administration, or equivalent experience.

Experience

- 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.
- Overtime hours of work may be required.

- 2 years of municipal experience is considered an asset.
- Private use of vehicle – Must hold and maintain a valid 'G' Ontario drivers License and have immediate access to a reliable vehicle.

Position Responsibilities:

- 1) Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and answers general inquiries for the Planning and Building Departments, including By-Law Enforcement.
- 2) Provides consultation and technical planning advice to the public and developers regarding the Planning Act, Official Plans and Zoning By-laws, and other related planning legislation, regulations, policies, and implementation mechanisms.
- 3) Monitors agreements and contracts for compliance and advises the Manager of Planning and Development as required.
- 4) Provides direction, assistance and guidance to prospective applicants and their agents regarding planning or building applications.
- 5) Reviews and ensures completeness of Planning and Building applications such as applications for consent, minor variance, zoning by-law amendments, building permits and advises applicants of the same.
- 6) Processing Entrance Permit and Civic address applications.
- 7) Organizes and maintains files pertaining to the Planning and Building Departments.
- 8) Conducts research for policy and process formulation.
- 9) Researches and drafts agreements such as site plan agreement, road agreements, and other development agreements.
- 10) Investigates grant opportunities and draft submissions and proposals in collaboration with other departments.
- 11) Prepares maps and coordinates the invoicing and the collection of planning and building fees and prepares and issues notices under the of Planning Act and other notices.
- 12) Prepares correspondence for signature of the appropriate Department Head.
- 13) Prepares meeting agendas, attend meetings, and prepare minutes as required.
- 14) Drafts reports for review by the Manager of Planning and Development and Chief Building Official as requested.

- 15) Provides information to the general public regarding various Township by-laws.
- 16) May assist with the preparation of building permits, inspection reports, occupancy permits and recording of septic permits etc.
- 17) Assist with Special Event Permits and the administration of the Township Noise By-law.
- 18) Performs other related duties.

Program / Service

- Provides professional, administrative and clerical support, and advice and recommendations to the Manager of Planning and Development, in the way of research and analysis and record keeping.
- In the absences of the Manager of Planning and Development, assumes role of Secretary-Treasurer of the Committee of Adjustment

Human Resources

- None.

Financial Resources

- None.

Material Resources

- Ensures the safety, maintenance and management of all records through a records retention By-law.

Physical Skill and Effort

- Requires manual dexterity to operate a computer, and other office equipment as necessary.
- Requires a high degree of concentration and is frequently disrupted.

Decision Making and Judgement

- Work is performed under the supervision of the Manager of Planning and Development.
- Judgement is exercised in:
 - Accurately records the minutes of meetings and ensures the preparation and distribution of same
 - Prepares Township by-laws in accordance with all applicable Legislation and Regulation and submits for required approvals.
 - Prioritizing workload to ensure deadlines are met.

Interpersonal Skills/Contracts

Internal:

- With all members of Township staff

External:

- Interaction with the public and various professionals at the direction of the Manager of Planning and Development.
- With various government officials to obtain information on policy, to coordinate development proposals and to discuss municipal problems/issues under the direction of the Manager of Planning and Development.
- With the general public to provide any exchange of information, to relay decisions, respond to complaints, etc.
- With the Township Solicitor to obtain advice regarding legal documents, deeds, agreements, by-laws, under the direction of the Manager of Planning and Development.

Environment

- Works in an office environment with a great amount of time spent working at a computer terminal.
- Deals with the public.

Control over Work Schedule

- Work is subject to deadlines that are imposed by Legislation or Council policy. Occasionally works beyond normal working hours to achieve these deadlines.
- Attends Council meetings when required.
- Occasional out of town travel required.
- The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

_____ **Date:** _____
Manager

_____ **Date:** _____
Employee

_____ **Date:** _____
C.A.O. / Clerk