



Planning Technician

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Planning Technician with Planning and Development Services, you will provide technical, land-use planning support and assist with corporate GIS development. You will prepare preliminary and final plans, maps, sketches for planning studies, planning projects, administrative reports and public meetings.

As a Community College graduate from a Planning Technician Program, with emphasis on GIS, you have a minimum of two (2) to three (3) years' experience in a similar role.

This non-union position has an annual salary range of \$64,125 to \$76,935, based on 37.50 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

To apply for this position, please [click here](#).

The deadline for receiving applications is 12:00 **NOON** local time on **Wednesday, December 2, 2020**. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Department: Planning and Development Services

Division: Planning and Development

Reports to: Manager, Development Approvals

Position Objective

To provide technical, land-use planning support to Planning & Development Services and assist with corporate GIS development

Duties & Responsibilities

1. Prepare preliminary and final plans, maps, sketches and other graphics/displays for planning studies, planning projects, administrative reports and public meetings
2. Carry out investigations and compile information for planning studies and special projects, using reports, maps, and aerial photographs, or by inquiry and field examination
3. Prepare written technical reports and draft submissions for review by applying planning principles and standards and setting out alternatives and preliminary recommendations
4. Assist in organizing and conducting pre-consultation meetings, required public meetings, information sessions and presentations
5. Answer referred public inquiries requiring clarification and interpretation of the Official Plan, Zoning By-laws and other municipal policies and regulations
6. Assist in the maintenance of the Town's Zoning By-law, Land Committee processes and the sale of surplus Town-owned lands, comment on business licenses.
7. Assist IT Manager with GIS governance including data standards, structure and staff access to spatial information; promote the use of GIS by all Town staff; assist with integrating spatial information into corporate workflow processes.

Education & Experience

- Community College graduate from a Planning Technician Program, with emphasis on GIS
- Basic First Aid/CPR certification
- Two (2) to three (3) years' experience in a similar role

Knowledge

- Applied, technical knowledge of GIS, AutoCad, CADD, image editing, word processing, desktop publishing)
- Applied, technical knowledge of applicable land use planning statutes, regulations, policies, standards, processes and best practices
- Applied, technical knowledge of associated computer hardware and software, including large format printers, document scanner and digital cameras
- Fundamental understanding of databases
- General knowledge of public relations/customer service

- General knowledge of government structure, protocol, procedures, budgeting and funding
- General knowledge of routine office procedures, practices and equipment
- General knowledge of project management

Skills & Ability

- Computer proficiency in GIS, AutoCad, graphics, email, word processing and spreadsheet applications
- Understand, interpret and remain apprised of changing legislative and regulatory requirements
- Good communication skills both verbal and written; practical presentation skills
- Exercise sound judgment and good public relations, interact effectively with internal/external customers
- Accept direction and complete tasks as assigned with limited supervision
- Anticipate and solve problems
- Excellent customer service skills
- Ability to work independently and in a team setting

Supervision

N/A

Work Demands

- Undertake a number of assignments simultaneously
- Regular contact with other employees and external stakeholders to give/obtain/exchange information or decisions requiring discussion and explanation to ensure understanding
- Moderate direct supervision
- Occasional outdoor work
- Occasional work with confidential information
- Frequent close and highly concentrated mental and visual alertness
- Frequent deadlines, irregular schedules, excessive interruptions
- Errors in judgment or interpretation may result in increased cost, inconvenience, inefficiencies, failure to meet Corporate goals

Position History

The position was previously filled on a contract basis. In April 2008, the position became regular, full-time. The job description was updated in July 2012 in advance of a competition. It was updated following a corporate re-organization in March 2016. It was revised in December 2016 to reflect a change in reporting.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This job description was updated in November 2020 in advance of a competition.

Chief Administrative Officer

Date