



## JOB DESCRIPTION

**TITLE:** Planning Technician

**REPORTS TO:** Manager of Planning and Regulations

**SUMMARY:** A key member of the Mississippi Valley Conservation Authority team; the Planning Technician assists in the administration and coordination of Authorities regulation and plan review programs.

### MAIN RESPONSIBILITIES (This is not an exhaustive list)

- Assist with the implementation of the Authority's Plan Review program. Provide comments and evaluation of site-specific municipal planning applications as required.
- Assist with processing permit applications made under Ontario Regulation 153/06, the Development and Interference with Wetlands and Alterations to Shorelines and Watercourses regulation.
- Respond and track inquiries from the general public and other stakeholders related the Authority's Plan Review program and Ontario Regulation 153/06.
- Complete database input and tracking, map preparation and interpretation, research and review of municipal planning documents and other relevant studies to ensure environmental concerns are addressed as part of the municipal decision-making process.
- Maintain and manage accurate digital records for regulation files and planning applications.
- Assist with the preparation of material related to clearance letters for real estate transactions and respond to circulation of general information.
- Maintain liaison with Authority staff, government agencies, municipalities and the general public in support of floodplain and watershed objectives.
- Assist with site inspections throughout the watershed.
- Perform work in accordance with the provisions of *Occupational Health and Safety Act* and Regulations and all other corporate/departmental policies and procedures.
- Perform other related duties as assigned by supervisor.

### EDUCATION/EXPERIENCE:

- Relevant university degree or college diploma (e.g. planning, geography, environmental science)
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.
- One to three years of progressive related experience.

### COMPETENCIES/SKILLS:

- Familiarity with the structure and function of the Authority, municipalities and other agencies.
- Demonstrated experience providing customer service to the public.
- Ability to follow directions and willingness to learn.
- Strong organizational, time management and problem-solving skills.
- Can work independently or as part of a team while meeting deadlines.

- Strong computer and word processing abilities (e.g., MS Word, Excel, PowerPoint, document management software and use of digital mapping software).
- Excellent communication skills, both orally and written.
- Knowledge of Conservation Authority policies, procedures and mandate.
- Knowledge of Ontario Regulation 153/06, the Development and Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and review process.
- Working knowledge of applicable occupational health and safety legislation; general knowledge of relevant corporate/departmental policies.
- Valid Class G Drivers License and access to a personal vehicle.

#### **EFFORT**

- Fatigue resulting from focusing on and juggling multiple accountabilities and priorities; dealing with deadlines.
- Fatigue resulting from focused thinking/analysis/interpretation.

#### **WORKING CONDITIONS**

- Work is performed in both an indoor and outdoor environment with occasional exposure to adverse weather conditions.
- Occasionally exposed to difficult clientele.
- Regularly required to travel within the MVCA watershed with an occasional requirement for traveling greater distances.
- Occasional requirement to work on weekends/evenings.

#### **LANGUAGE**

- English.

**Applications Due: January 31, 2022**