



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Watershed Planning Specialist

Job Description

Temporary, Contract Position, 1 year with possible extension

GENERAL DESCRIPTION:

The Watershed Planning Specialist is responsible for the Lower Trent Conservation (LTC) municipal planning program and has a role in supporting the Section 28 regulations program.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Implement the plan input and review program by:
 - a) Undertaking review of planning applications, including subdivisions, consents, minor variances, site plans, zoning by-laws and official plans and amendments;
 - b) Coordinating LTC technical reviews; and
 - c) Preparing recommendations and letters to municipalities, responding to planning applications; and
 - d) Ensuring that the records and filing system (both conventional and digital) for the planning and regulations program are maintained; and
 - e) Invoicing clients for planning and development services.
3. Coordinate review of development proposals as they relate to natural hazards, water resources, hydrogeology, geotechnical and other technical disciplines.
4. Incorporate LTC comments on planning applications with respect to natural hazards and O. Reg. 163/06, in accordance with any agreements with provincial ministries/agencies.
5. Represent LTC at hearings, tribunals, as required.
6. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations decisions and in response to external requests.
7. Conduct field inspections relating to planning, regulations and other watershed management programs.
8. Respond to real estate and public inquiries regarding development proposals, as required.

9. Respond to information requests from consultants, other agencies and the public for planning and environmental information, as required.
10. Assist and provide input to the development of long-term planning documents for LTC (e.g., shoreline management plans, watershed plans, etc.)
11. Liaise with municipal staff and other agencies, as required.
12. Prepare reports for LTC Board of Directors, and attend meetings and make presentations, as required.
13. Assist and participate in education and outreach activities, where appropriate and as assigned.
14. Adhere with all LTC policies and procedures.
15. Undertake other related duties as required, and as assigned by the supervisor or CAO.

QUALIFICATIONS:

- Post-secondary education in planning, environmental planning, geography, environmental studies or related discipline required.
- Minimum two (2) years' experience related to the major job responsibilities with a public or private sector planning department; experience in a Conservation Authority or a municipality preferred.
- Ability to interpret and understand technical reports and drawings, and relate them to Lower Trent Conservation's Planning and Regulatory policies.
- Strong knowledge of current planning principles, statutory requirements, provincial policies and regulations.
- Provincial Offences Officer designation or experience with permitting and enforcement would be an asset.
- Demonstrated ability to facilitate change, exercise sound judgement, resolve conflict and build relationships with the community, government, staff and other stakeholders.
- Ability to communicate effectively both orally and in writing required.
- Ability to work to deadlines and adjust to multiple job tasks
- Ability to work outside of normal business hours on occasion
- Understanding of floodplains and floodplain management principles preferred.
- Ability to work outdoors in adverse conditions required.
- Ability to utilize and interpret maps and air photos required.
- Understanding and use of ESRI Geographic Information Systems software preferred.
- Valid driver's licence within the Province of Ontario and held in good standing.

CONDITIONS OF EMPLOYMENT:

- proposed start date October 23, 2023
- 40 hours/week
- Annual Salary Range \$66,911 – \$77,569

COME WORK WITH US!

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

HOW TO APPLY:

Email your cover letter (please specify where you learned of the job opportunity) clearly marked "Watershed Planning Specialist", along with your resume by Friday, September 22, 2023 at 4pm to:

Email: information@LTC.on.ca

Attention: Gage Comeau, Manager, Watershed Management, Planning and Regulations

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.