Planning Technician
Job Description
Temporary, Contract Position, 1 year with possible extension

GENERAL DESCRIPTION:
The Planning Technician reports to the Manager, Development Services and Water Resources and assists with delivery of the planning and regulations program.

KEY DUTIES:
1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.

2. Review and process Municipal Planning Act application circulations as part of Lower Trent Conservation plan review process, as assigned.

3. Respond to public, legal, and real estate inquiries regarding development proposals and LTC regulations, as required.

4. Respond to information requests from consultants, other agencies, and the public for planning and environmental information, as required.

5. Ensure that the records and filing system (both conventional and digital) for the planning and regulations program are maintained.

6. Conduct field inspections relating to planning applications, inquiries and other watershed management programs.

7. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations and in response to external requests.

8. Assist and participate in education and outreach activities, where appropriate and as assigned.

9. Adhere with all LTC policies and procedures.

10. 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 of one-year work experience in a planning related field associated with conservation authority planning, municipal planning or private environmental consulting firm, required.
• Strong knowledge of current planning principles, statutory requirements, provincial policies and regulations (i.e., Provincial Policy Statement, Planning Act and Conservation Authorities Act).
• Ability to interpret and understand technical reports and drawings, and relate them to Lower Trent Conservation’s Planning and Regulatory policies. Understanding of floodplains and floodplain management principles is an asset.
• Ability to read and interpret maps, surveys, and air photos required.
• Experience using Geographic Information Systems software an asset.
• Ability to communicate effectively both orally and in writing required.
• Ability to work to deadlines and adjust to multiple job tasks required.
• Ability to work outdoors in adverse conditions required.
• Valid driver’s licence for the Province of Ontario in good standing required.

CONDITIONS OF EMPLOYMENT:
▪ 40 hours/week ▪ Annual Salary Range $58,043 – $67,288

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 “Planning Technician”, along with your resume by Friday, October 27, 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.