



**Job Title:** Planning Technician

<b>Competition Number:</b> DEV-65-21	<b>Department:</b> Development & Emergency Services
<b>Posting Category:</b> Open	<b>Division:</b> Planning Services
<b>Job Type:</b> Full-Time	<b>Affiliation:</b> CUPE Local 87
<b>Site:</b>	<b>Location:</b> CA-ON-Thunder Bay
<b>Min:</b> CAD \$26.44/Hr.	<b>Max:</b> CAD \$32.76/Hr.
<b>Pay Band:</b> 9	<b>Number of Positions:</b> 1
<b>Effective Date:</b> February 4, 2015	<b>Supersedes Date:</b> May 19, 1992
<b>Posted Date:</b> October 8, 2021	<b>Post End Date:</b> October 19, 2021

**General Information:**

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

**ONTARIO HUMAN RIGHTS CODE:** It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**ACCOMMODATION:** Reasonable accommodations are available upon request for all parts of the recruitment process.

**PRIVACY:** Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

**POSITION SUMMARY:** Under the general supervision and direction of the Supervisor and the technical direction and guidance of a Senior Planner, performs duties relative to Development Control or Policy & Long Range.

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**MAJOR RESPONSIBILITIES:**

1. Provides frontline general planning and zoning information verbally and in writing, including purpose and intent of By-law requirements, to a wide variety of customers.
2. Answers telephone, counter and email or letter inquiries.
3. Completes zoning reviews for a variety of corporate processes including site plan, real estate inquires and business licenses.
4. Provides initial screening and background research for inquires and a variety of planning applications.
5. Reviews Committee of Adjustment applications and prepares comments related to minor variances as required.
6. Prepares property owner lists of zoning amendments and other notices, and co-ordinates distribution.
7. Updates, reprints, and consolidates the zoning by-laws and the Official Plan (hardcopy and online).
8. Participates in the development of Zoning by-laws, including housekeeping amendments.
9. Maintains and updates the Division's website information as directed.
10. Maintains Division files and databases.
11. Performs all of the statutory functions related to the Committee of Adjustment as its Secretary-Treasurer and acts as Recording Secretary at Committee meetings as required.
12. Acts as the Zoning Officer as required.
13. Performs such other related duties as may be assigned.

**QUALIFICATIONS:****Education/Experience:**

- Diploma in planning technology or similar technical field, together with 2 years of experience in a technical office environment; or
- Equivalent combination of education and experience
- Previous planning experience in a municipal environment would be an asset

**Skills/Abilities:**

- Ability to communicate effectively and concisely, both orally and in writing
- Strong organizational skills with proven ability to manage competing priorities and deadlines in a demanding and fast paced environment
- Ability to establish and maintain effective working relations with members of the Committee of Adjustment, co-workers, and the general public in a courteous and professional manner

**Assets:**

- Completion of the "Primer on Planning" course offered by the Ontario Association of Committees of Adjustment and Consent Authorities

**CONDITION OF EMPLOYMENT:**

- Must obtain the authority as a Commissioner of Oaths within 6 months of employment
- Will be required to travel to various work locations and provide own transportation
- May be required to work outside of regular working hours