



Planning Intern- Fall 2022

(September - December)

The Corporation is now accepting applications for the position of Planning Intern – Fall 2022.

The Planning Intern will assist Planning staff with advanced technical work to support land use and policy planning, development approvals and public realm improvements.

The successful candidate will currently be enrolled in a University Planning program and is expected to be available for the entire fall (16 weeks). The hourly rate of pay is \$20.00 - \$23.00.

To be eligible, you **must** be attending a post-secondary institution. [Click here](#) to apply.

The deadline for receiving applications is **Noon on Tuesday, July 5, 2022.**

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: Community Planning

Reports to: Manager, Community Planning

Position Objective

To provide technical, land-use planning support to Planning & Development Services Department.

Duties & Responsibilities

1. Prepare 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 through research and 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 required public meetings, information sessions and presentations.
5. Support the Planning and Development Services Department with tasks as assigned.

Education & Experience

- College or University graduate from a Planning Technician/Planning Program

Knowledge

- Applied, technical knowledge of 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
- General Knowledge of GIS Systems

Skills & Ability

- Computer proficiency in graphics, email, word processing, Power Point and spreadsheet applications
- Understand, interpret and remain appraised 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
- Occasional after-hours work (evenings, weekends)
- 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

This is a full-time summer position that has been in place since 2015. The Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.