



Planning Technician

Fort Erie is a diverse town located along the beautiful shores of Lake Erie and the banks of the Niagara River in the Niagara Region, Ontario, directly across the river from Buffalo, New York and is the site of Old Fort Erie. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Planning Technician, you will provide technical, land-use planning support to Planning & Development Services.

As the successful applicant you will have a two (2) year College diploma in Planning Technician, Urban and Regional Planning Technician or equivalent education with two (2) to three (3) years' experience in a similar role. Current membership or eligibility for membership in the Canadian Association of Certified Planning Technician (CACPT) and/or Ontario Professional Planner Institute (OPPI) is an asset. You will have applied, technical knowledge of applicable land use planning statutes, regulations, policies, standards, processes and best practices. You will also have general knowledge of government structure, protocol, procedures, budgeting and funding.

Compensation includes an annual salary of \$67,219 - \$80,647, and includes a hybrid work environment, comprehensive health, benefit and pension package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving applications is 12:00 Noon on Thursday, April 6, 2023. [Click here to apply.](#)

The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request. We thank all applicants for their interest, only those advancing through the recruitment process will be contacted. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability.

Department: Planning and Development Services
Division: Planning and Development
Reports to: Manager, Development Approvals

Position Objective

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

Duties & Responsibilities

1. Prepare written technical reports and draft submissions for review by applying planning principles and standards and setting out alternatives and preliminary recommendations
2. Carry out investigations and compile information for planning studies and special projects, using reports, maps, and aerial photographs, or by inquiry and field examination
3. Answer referred public inquiries requiring clarification and interpretation of the Official Plan, Zoning By-laws and other municipal policies and regulations
4. Assist in the maintenance of the Town's Zoning By-law, Land Committee processes and the sale of surplus Town-owned lands, comment on business licenses.
5. Assist in organizing and conducting pre-consultation meetings, required public meetings, information sessions and presentations
6. Prepare preliminary and final plans, maps, sketches and other graphics/displays for planning studies, planning projects, administrative reports and public meetings

Education & Experience

- Two (2) year College diploma in Planning Technician, Urban and Regional Planning Technician or equivalent education and experience
- Two (2) to three (3) years' experience in a similar role
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technician (CACPT) and/or Ontario Professional Planner Institute (OPPI) would be an asset

Knowledge

- Applied, technical knowledge of applicable land use planning statutes, regulations, policies, standards, processes and best practices
- Strong computer skills in MS Office and GIS
- General knowledge of public relations/customer service
- Fundamental understanding of databases
- General knowledge of government structure, protocol, procedures, budgeting and funding
- General knowledge of routine office procedures, practices and equipment
- General knowledge of project management

Skills & Ability

- 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
- Computer proficiency in MS Office and GIS
- Accept direction and complete tasks as assigned with limited supervision
- Ability to work independently and in a team setting
- Excellent customer service skills
- Anticipate and solve problems

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
- 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

The position was previously filled on a contract basis. In April 2008, the position became regular, full-time. The job description was updated in July 2012 in advance of a competition. It was updated following a corporate re-organization in March 2016. It was revised in December 2016 and August 2022 to reflect a change in reporting.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This Job Description was reviewed and restructured in March 2023.

Chief Administrative Officer

Date