

**Town of Caledon**

***make a difference***



**Job Title: Intermediate Planner (GIS Specialist) (Permanent Full-Time)**  
**Closing Date: Open Until Filled**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting to the Manager, Strategic Policy Planning, this role is responsible for the administration and maintenance of spatial datasets, data and spatial analysis, map development and reporting. This position will also support planning staff with the preparation of maps and research for planning projects. This primarily technical role is responsible for updating the Town's Official Plan schedules and Zoning By-law mapping using ArcGIS. As the Intermediate Planner (GIS Specialist), you will perform the following duties, including but not limited to:

- Undertake a review of the existing planning GIS datasets to update the Town's Official Plan schedules and Zoning By-law mapping
- Using by-laws and other council documents, and reference to AMANDA records, conduct research into historical zoning changes, and determine necessary map edits
- Prepare visual aids such as maps, charts, and tables
- Prepare, manage, and design GIS related data and digital layers and maps for various departments
- Execute and deliver thematic mapping for Official Plan Schedules, Zoning By-laws, and other mapping activities
- Consult with Planners, Zoning Administrator, and IT staff to verify data changes
- Coordinate and update relevant staff on project status, issues resolution, and project input
- Review of existing GIS procedures and processes, to create improved procedures and processes
- Provide support to Policy & Sustainability staff through the Official Plan Review project
- Perform additional duties and undertake special projects as assigned

### **The Ideal Candidate**

We  
are



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

seeking a passionate professional with a post-secondary diploma in Geographic Information Systems, Planning or a closely related field. Our ideal candidate has minimum 3 years of experience in GIS, preferably in a municipal environment with knowledge of planning documents and policies (e.g., Planning Act, Provincial Policy Statement, Official Plans and Zoning By-laws).

The ideal candidate will have demonstrated knowledge of planning and technical knowledge including versioned editing, cartographic principles, spatial relationships, map projections, AutoCAD to GIS conversions, and map layout design. We are seeking an individual with superior interpersonal skills, a demonstrated ability to make decisions involving multiple routine tasks, and excellent verbal and written communication skills.

The successful candidate for Intermediate Planner (GIS Specialist) will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 to \$106,743.45 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **filled**.*

### **How To Apply**

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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