

Town of Caledon

make a difference



Job Title: Planning Technician (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 directly to the Manager, Development, this role is responsible for providing technical planning and administrative support to the Department and thorough information on planning related matters to the public on behalf of the Department. As the Planning Technician, you will perform the following duties, including but not limited to:

- Respond to all public inquiries (phone, e-mail, and counter) and provide information related to general planning, development applications, Official plan, zoning, and property information.
- Maintain an informative and comprehensive customer service counter that is proactive in providing the public with up-to-date planning information
- Provide information on the development applications review process, including information on various stages and their specific purposes.
- Process a variety of development application types, and review pre-submission requests, including creating folders, preparing applications for circulation/review, and circulating development applications in a timely and accurate manner.
- Communicate issues and concerns to applicants and the public and facilitate required discussions between the applicant and internal departments or external agencies
- Conduct research, background review, and follow up with clients as necessary
- Assess some development applications for accuracy and completeness, addressing any discrepancies or missing information.
- Coordinate the circulation of development applications to various stakeholders, including agencies, ensuring timely and accurate distribution of application materials. Monitor and track the progress of applications through the review cycle, keeping Planning staff and all relevant parties informed of updates and milestones.



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www.caledon.ca

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- Process and complete Planning Compliance Letter Requests in accordance with established procedures and timelines.
- Process road access approval requests, in accordance with established procedures and timelines.
- Calculate fees and issue receipts for planning applications and maintain and reconcile petty cash
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in land use planning or a closely related field. Our ideal candidate has 1 year experience in planning or development with a demonstrated working knowledge of the Planning Act and related legislation, zoning, and municipal planning/development processes.

The ideal candidate will have demonstrated ability to make decisions involving multiple routine tasks. We are seeking an individual with superior interpersonal skills, a demonstrated ability to work independently, and excellent verbal and written communication skills.

The successful candidate for Planning Technician 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 \$61,730.86 - \$75,650.81 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

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



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