



Town of Erin
Planning Technician

Business Unit: Planning & Development

Position Title: Planning Technician

Reports To: Senior Planner

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

THE OPPORTUNITY

Are you interested in a career in land use planning? Do you have a track record of working on a full range of duties to help facilitate long term sustainable growth patterns? Do you thrive in supporting corporate strategic initiatives on planning matters? If so, consider a career with the Planning and Development team at the Town of Erin as a Planning Technician. The Planning Technician provides support and assistance to the Manager and Senior Planner on planning applications and is responsible as the first point of contact for the Planning & Development Unit, to respond to inquiries from the public related to planning files and related matters. The incumbent will also assist with the duties related to the function and operation of the Secretary-Treasurer to the Committee of Adjustment

MAJOR RESPONSIBILITIES

- Provides information and professional advice to the public relating to development applications.
- Prepares and coordinates public and agency circulation information for development applications.
- Maintains records, plans and files respecting lands use and planning applications.
- Supports front line customer service by providing advice on Planning and Development matters.
- Tracks appeal periods for minor variance and consent applications.
- Assists with the duties of the Secretary-Treasurer to the Committee of Adjustment.
- Attends public hearings and provides technical support to Committee members regarding the imposition of conditions and other matters.

POSITION REQUIREMENTS

- 1-3 years of related municipal experience with a thorough knowledge of municipal planning and Committee of Adjustment functions.
- Completion of a university degree in planning or a related field from a recognized university or equivalent.
- Understanding of Zoning By-laws, Official Plans, the Planning Act, LPAT processes, and other relevant legislation and regulations, as well as local government functions and responsibilities is an asset.
- Sound understanding of municipal planning principles and practices, zoning by-laws, development process, heritage conservation and urban design and landscape concepts.
- Ability to coordinate and administer various development processes and provide excellent customer service to diverse client groups.
- Working knowledge of statutory requirements surrounding the Committee of Adjustment, including the Planning Act.
- Excellent verbal and written communication and interpersonal skills, with the ability to deal courteously and effectively with all levels of staff and the public; discretion and good judgment when handling confidential/sensitive information.
- Excellent conflict resolution skills.
- Excellent customer service, multitasking and organizational skills.
- Criminal record check

WORKING CONDITIONS AND ENVIRONMENT

- Flexible, hybrid work environment, including three days spent in-office and two days working from home.
- This position works 35 hours a week, 8:30am-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours
- The salary range for this position is \$39.78-\$46.55/hour.
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on Friday, September 27th, 2024. We'd love to hear from you!

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.