



We're looking for a Planner I, Development Review to join Clarington's Planning & Infrastructure team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Clarington is growing and our workforce is, too!

Reporting to the Manager of Development Review, the Planner I will be responsible for carrying out planning assignments. This position will focus on facilitating development applications in an efficient and timely manner, carrying out research and assisting other branches with ongoing projects.

What you'll be doing

Your responsibilities include but are not limited to:

- Assessing all pertinent information and preparing reports on development applications.
- Facilitating public consultation and responding to inquiries.
- Conducting site inspections and assisting with the enforcement of commitments, agreements and zoning by-laws.
- Making presentations to Council, at Public Information Centres and to resident groups, as required.
- Undertaking or reviewing studies, research projects and data analysis related to land use, environmental impacts, feasibility and market studies, urban design reports and similar planning studies.
- Representing the Municipality and the Department in a variety of settings with other municipalities, agencies, developers, citizen groups, residents and other departments.
- Appearing before the Ontario Land Tribunal (OLT) on minor variance, and some development applications, as required.

- Conducting building permit review for zoning compliance.
- Daily contact with the public will require excellent customer service skills.
- Performing research tasks that will support the Department's work program including the collection and analysis of data and regular maintenance of departmental databases.
- Other duties as required or determined by the Manager.

What you bring

The successful candidate will have:

- A degree in Urban and Regional Planning from a recognized university program or an honours degree in a related program and at least one (1) year of relevant experience in municipal planning; or possess qualities, skills and work-related experience to the satisfaction of the Director of Planning and Infrastructures Services.
- Membership in the Ontario Professional Planners Institute.
- Knowledge of the Planning Act, provincial legislation, municipal development processes.
- Understanding of good urban design principles.
- Proven written and verbal communication skills, attention to detail and the ability to meet deadlines.
- Strong research and analytical skills.
- Demonstrated ability to provide a solution-oriented, customer service approach using good judgment, creativity, strategic thinking, negotiation and creative problem-solving skills.
- Demonstrated ability to work effectively in team situations or with minimal supervision.
- Proficiency in Microsoft Office, including Excel and PowerPoint.
- Proficiency in various types of software used in Planning including AMANDA, GIS, 3D Modeling, Adobe Acrobat/Indesign, and/or databases is an asset.
- Ability to travel (bi-weekly) to various locations in a timely and efficient manner.
- Legally able to work in Canada.

What we offer

- Salary: \$65,859 to \$82,143 - Code 10 of the 2024 CUPE Inside Collective Agreement.
- Hours of work: 35 hours per week including evenings, weekends and holidays.

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at Human_Resources@clarington.net.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable.

Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by **July 11, 2025, at 11:59 PM.**

We thank all applicants for their interest. However, only those under consideration will be contacted.