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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Planning Technician/Zoning Examiner

**Employment Type:** Contract, Full Time (approx. 6 months)

**Location:** Aurora, Ontario

**Salary Range:** \$79,527.18 to \$99,408.45

**Vacancy Reason:** Temporary Replacement

**Closing Deadline:** June 10, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

The Planning Technician/Zoning Examiner is responsible for conducting technical reviews of planning applications and building permits to ensure compliance with the municipal zoning by-law. This position balances analytical data management with front-end collaboration, reviewing background planning documents to support pre-construction processes while actively assisting in the consolidation of the zoning by-law and spatial planning data. Servicing as a key technical resource, the role ensures accuracy in land use records and provides clear guidance on zoning regulations to internal departments and external agencies, developers and the public.

#### Qualifications

- Post secondary degree or diploma in Planning, Urban Geography or an equivalent combination of education and experience.
- Two (2) years of demonstrated experience in a municipal environment within the Planning and Development division.
- Working knowledge of the Planning Act and the regulations, understanding of the Official Plan, Zoning by-law processes, planning application processes and other legislation/laws related to planning applications.
- Excellent analytical, research, organizational, and communications skills.
- Excellent computer skills including proficiency with Microsoft Office, CityView, GIS related software or other database related software.
- Ability to communicate with all levels of staff, government, elected officials and the general public in a courteous and effective manner.
- Ability to prioritize work and to work under pressure to meet deadlines, ability to exercise discretion and judgment particularly when handling confidential/sensitive information.
- Valid Class "G" Driver's Licence in good standing and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the

Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.