

Planning Technician
Growing Professional Planning Consulting Firm
Peterborough, Ontario

(FILE REFERENCE: PT-2017)

We are seeking a **Planning Technician** for our Client, an award-winning, full service Planning and Development Consulting firm located in Peterborough, Ontario. The company provides professional planning expertise to the private and public sectors. An interest in rural and small community land use planning and economic development is an asset.

Candidates will have professional Consulting experience, preferably in the private sector. Our client offers a competitive salary range, medical benefits, payment of professional fees, and profit sharing to their employees. This growing business encourages their planning professionals to participate in continuous professional learning opportunities and to take an active role as members of the planning community.

JOB RESPONSIBILITIES

- Reviews or assists in the review of development proposals and site plans for conformance with municipal planning policies and regulations
- Assists with the preparation of detailed reports on development proposals
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Evaluates or assists in the evaluation of applications for Official Plan and zoning by-law amendments, site plans, minor variances, consents and other proposals
- Provides information to the public regarding development regulations
- Assists in resolving citizen and client issues
- Conducts field evaluations and assessments
- Reports to senior planner
- Prepares AutoCAD or GIS plans for amendment schedules, new Zoning By-laws, Official Plans, consent sketches etc.

REQUIRED EDUCATION/EXPERIENCE

- Proficiency with AutoCad and GIS (ESRI).
- An understanding of the Ontario planning legislation and process

- A Bachelor's or College degree in Planning
- 3-5 years of professional planning experience
- Knowledge of computer hardware and software programs, which may include Microsoft Office, including Word, Excel and PowerPoint, and ArcGIS
- An interest in rural and small community land use planning and economic development is an asset

REQUIRED SKILLS

- Oral communication and interpersonal skills to effectively explain planning processes to the public and clients
- Ability to review plans and apply provisions of policies and regulations to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently and in a team environment

A competitive compensation package is on offer including comprehensive group health benefits and profit sharing. For further consideration, highly qualified Candidates are invited to submit their resume information in confidence, quoting the above file number. We treat your information confidentially (please identify any organizations with whom you do not wish your information shared):

Selection & Recruiting Partner

SHRP Limited

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While we appreciate all applications, we can only consider those with current status to work in Canada.