



## The Corporation of the Municipality of West Grey Job Description

**Position:** Planning Technician, Development Services

**Category:** Permanent Full-time (35 hours/week)

**Salary:** \$30.13 - \$35.25

Applications are now being accepted for the permanent full-time position of Administrative Assistant, Development Services. To apply, please submit your resume and cover letter to [hr@westgrey.com](mailto:hr@westgrey.com) by noon, October 21, 2024

### **About the Municipality of West Grey**

Located in Grey County, and serving a population of approximately 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home.

### **About the Corporation of the Municipality of West Grey**

This is your opportunity to join a dynamic staff team and see the impact of your work in everyday lives of our citizens. We operate three fire stations, manage two water systems, three landfill sites, three library branches, several community centres, arenas, halls and parks and maintain over 700 km of roads throughout our 876 sq.km geography. You will work with dedicated, professional staff, contribute to a collaborative, supportive corporate culture and meet some of the most amazing volunteers and community leaders anywhere.

### **Job Overview:**

The Development Services Planning Technician is responsible for the completion of the technical review and preliminary analysis of Planning Act applications. This position will also be appointed as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, coordination and clerical support for the Committee. The Development Services, Planning Technician will provide administrative support, customer service, records management, and permit/application intake for building and planning. This position will require extensive contact with the public, consultants, internal departments and external agencies in the consideration of development proposals and planning applications.

### **Job Details:**

- This position is the primary point of contact for customer enquiries at the front counter or by e-mail and telephone for planning and building. The Development Services, Planning Technician is responsible for processing payments, records management using iCity, TOMRIMS, Filehold and Cloudpermit and booking meetings and inspections.
- Responsible for coordination of the processing of Committee of Adjustment applications, for minor variance, consent approval in accordance with Planning Act regulations and legislated time frames.
- Responsible for the technical review and analysis of site plan control approval

proposals and applications in accordance with the Official Plan, Zoning By-law, Master Plans and other applicable regulations to the Development Support Committee, consultants and public, including the identification of the necessary municipal approvals and referrals to the Planner.

- Administers all aspects of the operation of the Committee of Adjustment in accordance with the Planning Act, Municipal Act, and all other applicable regulations and procedural by-laws.
- Conduct thorough research of municipal property and planning records for preparation of Property Information Requests in a timely manner.
- Administration, review and coordination of the municipal approval of Community Improvement Applications and other grants and programs, in consultation with Community Improvement Steering Committee.
- Assist the Manager of Planning Services in the preparation and research of planning and municipal projects, including planning studies, policy development, and amendments to Official Plans and the Zoning By-law.
- Work with Grey County GIS Technologists for the creation of mapping and the coordination and analysis of land base data.
- Coordinate the records management for all Planning Act applications and building permits.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

#### **Our Ideal Candidate:**

- Completion of post-secondary diploma/degree in Planning, Planning Technician or other relevant discipline.
- Working knowledge of legislative changes and updates for the fields of both planning and building.
- Experience working in a municipal office.
- Familiar with the implementation of the Planning Act and applicable Ontario Regulations, Zoning By-laws, other by-laws passed under the Ontario Municipal Act, as well as relevant provincial guidelines including Minimum Distance Separation.
- Experience with customer service.
- Demonstrate effective organizational, written, technical review, communication and interpersonal skills.
- Highly organized and excel at prioritizing, scheduling and meeting tight deadlines.
- Experience with GIS mapping, municipal property tax software, and Cloudpermit software programs.
- Proficient in Windows computer applications including Microsoft Office Suite.

#### **Physical Demands and Working Conditions**

- Working conditions is a standard office location, and requires daily computer work and sitting for long periods of time.
- Ability to deal with difficult situations and handle all types of customer inquiries.
- Interruptions may occur; ability to refocus on core tasks required.
- Satisfactory police and vulnerable persons check .

#### **Equal Opportunity Employer**

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.