



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Assistant Planning Technician

Job Description

Permanent, Full-time Position

GENERAL DESCRIPTION:

The Assistant Planning Technician reports to the Manager, Development Services and Water Resources and assists with delivery of the planning and regulations program.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.
2. Review and process Municipal Planning Act application circulations as part of Lower Trent Conservation plan review process, as assigned.
3. Respond to public, legal, and real estate inquiries regarding development proposals and LTC regulations, as required.
4. Respond to information requests from consultants, other agencies, and the public for planning and environmental information, as required.
5. Ensure that the records and filing system (both conventional and digital) for the planning and regulations program are maintained.
6. Conduct field investigations relating to planning applications and other watershed management programs.
7. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations and in response to external requests.
8. Assist and participate in education and outreach activities, where appropriate and as assigned.
9. Adhere with all LTC policies and procedures.
10. Undertake other related duties as required, and as assigned, by the supervisor or CAO.

QUALIFICATIONS:

- Post-secondary education in planning, environmental planning, geography, environmental studies or related discipline required.
- **Minimum of one year work experience in environmental planning and/or conservation authority planning and/or municipal planning, required.**
- Understanding of the *Planning Act* is necessary.
- Understanding of the *Conservation Authorities Act*.
- Understanding of floodplains and floodplain management principles preferred.
- Ability to read and interpret maps, surveys, and air photos required.
- Experience using Geographic Information Systems software an asset.
- Ability to communicate effectively both orally and in writing required.
- Ability to work to deadlines and adjust to multiple job tasks required.
- Ability to work outdoors in adverse conditions required.
- Valid driver's licence for the Province of Ontario in good standing required.

CONDITIONS OF EMPLOYMENT:

- 40 hours/week
- 2021 Annual Salary Range \$50,501 - \$59,412 (currently under review)

HOW TO APPLY:

Email your cover letter (please specify where you learned of the job opportunity) clearly marked "Assistant Planning Technician", along with your resume by Friday, July 30, 2021 at 4pm to:

Email: information@LTC.on.ca

Attention: Janet Noyes, Manager, Development Services and Water Resources

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.