



# LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

## Assistant Development Technician – Planning and Regulations

### Job Description

*Contract hourly position for approximately 6 months starting March 1, 2021*

#### GENERAL DESCRIPTION:

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

#### PRIMARY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.
2. Conduct field investigations relating to planning and regulations applications and other watershed management programs.
3. Ensure that the records and filing system (both conventional and digital) for the planning and regulations program are maintained.
4. Review plan review applications and Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit applications, as assigned.
5. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations decisions and in response to external requests.
6. Respond to public, legal, and real estate inquiries regarding development proposals and LTC regulations, as required.
7. Respond to information requests from consultants, other agencies, and the public for planning and environmental information, as required.
8. Adhere with all LTC policies and procedures.
9. 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 regulations or equivalent, required.
- 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:**

- Contract hourly position for approximately 6 months starting March 1, 2021
- 40 hours/week ▪ \$24.28/Hour

**HOW TO APPLY:**

Email your cover letter (please specify where you learned of the job opportunity) clearly marked “Assistant Development Technician – Planning and Regulations”, along with your resume by Friday, February 5, 2021 at 4:00 P.M. to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

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

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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*.

“working with local communities to protect our natural environment”



Member of Conservation Ontario  
Representing Ontario's 36 Conservation Authorities