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## TOWN OF CORNWALL

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### *Planning and Development Technician*

**POSITION:** Planning and Development Technician

**RESPONSIBLE TO:** Manager, Planning and Development

**NATURE OF WORK:** To assist the Manager of Planning and Development in carrying out the daily duties of the department. The Technician is expected to operate with a high degree of independence and be committed to the goals and objectives of the Town.

*Note:*

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of Town affairs shall be respected and practiced at all times.*

**ILLUSTRATIVE EXAMPLES OF WORK:**

Assist the Manager of Planning and Development in administering the Town's Official Plan through the Zoning and Subdivision Control Bylaw. Required duties include the following:

- Assist in interpreting and administering the land use bylaw.
- Assist in reviewing development permit applications.
- Assist with processing development permits.
- Assist with processing variance applications.
- Assist in processing land use bylaw amendment requests.
- Assist with interpreting and administering the Zoning & Subdivision Bylaw.
- Assist with processing subdivision applications.
- Assist with approvals or denials of subdivision plans.
- File approved plans and documents at the Registry of Deeds.

Preparation of maps, sketches and other information regarding projects and planning applications in the Town. Confirm on site pre and post construction information.

Collect and compile data, research material, and other information required by planning project end use, prepare tabulated data with required quality standards, collaborate with the Manager and others to determine information needs and follow up on additional resources as required.

Interpret and understand civil engineering and infrastructure drawings.

As directed research and report preparation on planning studies, land use conflicts, municipal planning strategy, by-law amendments and development agreements.

Update and maintain the civic addressing database.

Develop and maintain automated tracking systems, hard copy files and records.

Provide GIS support to the Planning Department, collecting asset data along with elevation and location data.

Keep current on developments in legislation, administration practices, professional organizations, education opportunities, and cost shared programs as they may apply to the operation of the Planning Department and report such changes, developments and opportunities to the Manager, Planning and Development.

Maintain good public relations in dealing with citizens. This employee must recognize that he/she is a public servant and must use the utmost respect at all times when dealing with other staff, the general public and Council.

Respond to inquiries regarding development permits, civic addresses, subdivisions, Development Bylaw and zoning inquiries.

Attend committee/public meetings, act as a resource as required.

Carry out any and all duties and responsibilities that the Manager of Planning shall see fit to direct or that shall arise from time to time.

## **KNOWLEDGE AND ABILITIES:**

Knowledge and training in Computer Software Systems - specifically: ARCGIS, Auto CAD and Geolinc.

Advanced computer experience in Microsoft Office.

Knowledge of the Municipal Government Act, Planning Act and other Legislation relevant to the Zoning and Subdivision Bylaw.

Knowledge of electronic and paper file management.

Considerable knowledge of development terminology, practices and procedures and standards, and work methods applied within a planning environment.

Knowledge of development and architecture in relation to land use planning and development issues in a municipal context is required.

Knowledge of regulatory, advisory, and other legislative bodies and their associated policies, procedures and regulations.

Ability to work independently and as a member of a team and to make decisions in accordance with established policies, standards and objectives.

Strong organizational skills with the ability to work in a fast-paced environment with a high level of accuracy and attention to detail.

Exceptional customer service and communication skills including the ability to effectively consult with the general public and industry clients on a diverse range of business activities.

Ability to read and interpret detailed building blueprint plans, site plans and specifications related to the various Development activities.

**EDUCATION AND EXPERIENCE:**

Two-year diploma in Planning, Architectural or Construction Technology or a related degree, plus at least two years relevant technical experience; and a combination of related training and experience that demonstrates a capability to assume the duties of the Development Officer.

Must have a valid driver's license and access to a vehicle

**SALARY:** \$50,308 to \$56,527 per year.

**NOTE:** **The candidate selected for the position will be required to provide a criminal records check.**