



THE CORPORATION OF THE TOWNSHIP OF ESSA

POSITION DESCRIPTION

PLANNING TECHNICIAN

POSITION: Planning Technician

DEPARTMENTS: Planning & Development

REPORTS TO: Manager of Planning & Development

POSITION DETAILS:

Position Status: Full Time

Pay Method: Salary

Normal Work Week: 35 hours

Overtime Status: Unpaid, 1½ hours off for each hour worked in excess of regular hours, subject to the Manager's and/or CAO's approval.

PURPOSE and SCOPE:

To answer counter inquiries on zoning and setback matters, assist with providing copies from planning documents such as the Zoning By-law and Official Plan. To assist the public in submitting accurate sketches to accompany applications, and assist in processing applications. To assist with building permit intake and review. To reply to lawyer's searches on properties to be purchased. To conduct site plan reviews and coordinate site plan approvals. The Planning Technician will be required to prepare maps for the Municipality.

SPECIFIC DUTIES:

1. Responsible to provide the zoning of properties and the related zoning standards, as the Township's Zoning Administrator. Immediately respond to inquiries from real estate agents and potential purchasers. Responsible to distribute excerpts from the Zoning By-law and Official Plan on request. Provide confirmation and accurate zoning information to other staff members and members of other agencies and solicitors, as requested.
2. Respond to Building and Zoning Compliance requests, confirming zoning and any non-compliance issues and sign appropriate documentation. Inform if lands are in particular Zones or a Regulated Area of the Conservation Authority.
3. Distribute planning applications to other staff members and agencies for review. Follow through with the collection and coordination of comments and summarize responses for the Manager. Coordinate site plan meetings for appropriate staff and related agencies.
4. Review site plan applications in comparison with the Zoning By-law and coordinate approvals from varying agencies such as the County and NVCA.
5. Respond to requests for surveys and maps from the public and other departments and for reports to Council – involves using GIS software.
6. Review applications for building permits, in accordance with the requirements contained in the Zoning By-law and other municipal by-laws and policies, and sign off providing zoning approval

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on such permits. Ensure all information is collected as required. Ensure each building permit application contains a legible sketch – assist the public with this. If a permit is left with missing information, follow through with the applicant/agent by telephone on a same-day service basis.

7. Responsible to assist with the completion of all applications at the counter. Review all submissions to ensure completion and accuracy. Provide public consultation to land use inquiries of realtors and residents and those interested in relocating to Essa Township (by phone, email or attending Township offices).
8. Input information on applications into the Township's computer program to allow for file tracking and maintain the Township's record management system.
9. Responsible for preparation of Planning Reports under the direct supervision of the Manager to update Council on applications.
10. Preparation of correspondence to landowners who are not in compliance with the Township Zoning By-law. Investigate non-compliance issues and related zoning complaints, gather information, pictures, follow-up and relay findings to the Manager of Planning Development.
11. Collect and organize information for special projects, preparing memos, reports and maps as need be.
12. Serve as Secretary-Treasurer for the Township's Committee of Adjustment as required under the Planning Act, recording minutes, preparing agendas, attendance and issuing decisions. Verify conditions implemented by the Committee have been met. Preparation of consent certificates for consent applications.
13. Prepare notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the Planning Act. Respond to telephone inquiries by the general public as a result of the applicable notices and upcoming public meetings.
14. Perform other duties as assigned by the Manager of Planning & Development or the CAO.

HEALTH & SAFETY

- Learning, understanding, and practicing standard operating procedures.
- Be familiar and comply with the provisions of the Occupational Health & Safety Act and Regulations and the Township's Health and Safety Policies and Procedures.
- Taking every possible precaution to protect oneself and fellow workers from health and safety hazards and unsafe situations.
- Reporting unsafe acts or conditions to the Manager, Health and Safety Committee, or Health and Safety Representative.
- Reporting any occupational injury or illness immediately to supervisor.
- Use of personal protective equipment, where required.
- Report contraventions of the Occupational Health and Safety Act or Regulations to the Manager.

HUMAN RESOURCES:

- Not responsible for the supervision of staff.

FINANCIAL RESOURCES

- Not responsible for the preparation of a budget. All expenditures require approval by the Manager.

MATERIAL RESOURCES

- Possesses a valid class G driver's license and uses own vehicle from time to time.
- Carries out responsibilities using a variety of computer equipment and software programs, including GIS and mapping software.

SKILL & EFFORT - Knowledge

- A post-secondary diploma or degree in a program such as planning, geography or GIS.
- Thorough knowledge of various mapping-related computer programs.

SKILL & EFFORT - Physical

- Operation of a motor vehicle.
- Operation of a computer and other standard office equipment.
- May be required to lift boxes containing files for filing, research or storage purposes.

DECISION MAKING AND JUDGEMENT:

- Work is performed under the guidance and the supervision of the Manager of Planning and Development in accordance with established policies.

INTERPERSONAL SKILLS

- **Internal** - Interaction with staff to provide technical assistance and to circulate and collect comments on applications.
- **External** - Frequent contact with the public, builders, planners, engineers, real estate agents, and lawyers. Requires tact and diplomacy. Manners and patience required to serve the public and satisfy their needs.

WORKING CONDITIONS

Physical Environment (nature of physical environment, exposure to hazards/risk of injury):

- Works in clean, climate controlled office environment and travels throughout the Township to various job-sites on occasion.

Mental Environment (frequency of interruptions, contact with public, deadlines, control of work schedule):

- Interruptions by public by phone and in person, needing to respond to inquiries on an immediate basis
- Contact with the public can include conflict and verbal abuse
- Rarely required to work outside regular office hours

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ACKNOWLEDGEMENT:

I hereby acknowledge that the above duties and responsibilities are generally the main duties and responsibilities that are performed in this position.

Signature:

Print name

Position Description approved by:

Date: _____