

Corporation of the Township of Essa
5786 Simcoe County Road 21
Utopia, Ontario
L0M 1T0



Telephone: (705) 424-9770
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www.essatownship.on.ca

JOB OPPORTUNITY

Planning Technician Required

Located in south Simcoe County, with a mix of rural and urban amenities and a current population of 23,500 the Township of Essa requires a permanent, full-time **Planning Technician** to assist within a busy Planning & Development Department.

Major Responsibilities: Reporting to the Manager of Planning & Development, the successful candidate will be responsible to administer over the Township Zoning By-law, relaying zoning on enquiry; review building permit applications; prepare building and zoning compliance certificates; circulate applications; coordinate planning approvals; and prepare maps and schedules using CAD and GIS software.

Qualifications: Must possess highly developed organizational skills, excellent communication and customer service skills and diversified computer software knowledge including familiarity with GIS programs. Requires good knowledge of the Planning Act and planning issues facing Simcoe County. Report writing skills an asset. University Degree or a College Diploma from a Post-Secondary Planning School a requirement.

Salary Range is \$43,680 to \$51,396.80 per annum

Applicants are to submit a covering letter and resume by **3:00 p.m., December 8, 2021** to:

Planning Technician Recruitment

Attention: Athena Piskopos, Executive Assistant/HR Coordinator
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0
apiskopos@essatownship.on.ca

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.