



Township of Essa Job Description

Position Title: Planning Technician December 2021

Reports to:	Manager of Planning and Development	Last Revision Date:	December 2021
Department:	Planning and Development	Supervise staff or assign work (lead hand) or no HR responsibility?	No supervisory responsibilities
Location:	Municipal Office	List all positions directly supervised:	None
Standard weekly hours per employment agreement:	35 but may be increased to 40 on demand	List of all position indirectly supervised:	None
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full time	Pay Band #:	8
Pay Method: (Salary or Hourly)	Salary	On Call (Yes reference to details)	No
Overtime (Eligible? Weekly Threshold?):	Unpaid, 1.5 hours off for each hour worked in excess of regular hours (40 may be regular if necessary)	Eligible for all staff group benefits? (yes/no) If eligible for some describe which:	Yes
		Eligible for OMERS? (yes/no)	Yes

Scope (Purpose) of Position:

To answer phone, counter and internet 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 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.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.



Township of Essa Job Description

- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.

Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
Zoning Administrator	<ul style="list-style-type: none"> • Responsible to provide the zoning of properties and the related zoning standards. • Immediately respond to inquiries from real estate agents and potential purchasers with zoning info and permitted uses of property. • Responsible to distribute excerpts from the Zoning By-law and Official Plan on request/provide confirmation. • Responds to Building and Zoning Compliance requests from lawyers, confirming zoning and any non-compliance issues and sign appropriate documentation. • Reviews applications for building permits, in accordance with the requirements contained in the Zoning By-law and sign off providing zoning approval. • Informs if lands are in particular zones/designations or a Regulated Area of the Conservation Authority. • 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. 	<ul style="list-style-type: none"> • Increasing autonomy in providing responses, able to work unsupervised • Suggests recommendations to improve efficiencies • Demonstrates strong attention to detail • Good records management skills • Maintains good time management • Demonstrates an ability to interpret and relay accurate zoning information • Taking initiative on progressing special projects within the Department • Demonstration of solid customer service • Exemplifying being a team player
Secretary-Treasurer to Committee of Adjustment	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Increasing autonomy to attend Committee meetings as the sole staff member • Can answer logistic and technical questions of Committee members on the spot • Minutes and decisions are accurate



Township of Essa Job Description

	<ul style="list-style-type: none"> • Prepares notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the Planning Act. Responds to telephone inquiries as a result of the applicable notices and upcoming public meetings. • Review planning applications in comparison with the Zoning By-law/Official Plan and coordinate comments/approvals from varying agencies such as the County and NVCA. 	<ul style="list-style-type: none"> • All documentation is properly filed and entered into the Township's file tracking system (ie MOAR) • Can prepare accurate notices without supervision
File Management for Pre-Consultation/Site Plans/Zoning Amendment/Other Planning Applications and Inquiries	<ul style="list-style-type: none"> • Distribute planning applications to other staff members and agencies for review; and follow up with the collection and coordination of comments, to applicable staff. • Coordinates (pre-consultation) meetings with appropriate staff and related agencies. • Reviews planning applications in comparison with the Zoning By-law and coordinate comments/approvals from varying agencies such as the County and NVCA. • Responsible for preparation of Planning Reports under the direct supervision of the Manager to update Council on applications. • Prepares notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the Planning Act. • Responds to telephone inquiries by the general public as a result of the applicable notices and upcoming public meetings. 	<ul style="list-style-type: none"> • Use judgement to determine which stage of approval that comments would apply and to know who to follow up with • Provide reminders at proper intervals • Present proper section reference from legislation to the Manager, for reports



Township of Essa Job Description

General Planning/Office Support

- Responds to requests for surveys and maps from the public and other departments and for reports to Council.
- Ensures all information is collected as required for permit or planning applications; ensure each building permit application contains a legible sketch – assist the public with this if necessary and if a permit is left with missing information, follow through with the applicant/agent by telephone on a same-day service basis.
- Assist with the completion of all applications. 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/within Essa Township.
- Input information on applications into the Township's computer program to allow for file tracking and maintain the Township's record management system.
- Collect and organize information for special projects, preparing memos, reports and maps as need be.
- Increasing autonomy in providing responses, able to work unsupervised
- Suggests recommendations to improve efficiencies
- Demonstrates strong attention to detail
- Good records management skills
- Maintains good time management
- Demonstrates an ability to interpret and relay accurate zoning information
- Taking initiative on progressing special projects within the Department
- Demonstration of solid customer service
- Exemplifying being a team player

Other details of the position

1. Describe the type of problems this position may have to solve.

Coordinate non-compliance: preparation of correspondence/charting of progress to resolutions. Residents who call in with non-compliant issues.

2. Describe the type of decisions this position may have to make.

Decisions are made within a provided framework.

3. List the non-supervisory business relationships that come with the position.

Outside agencies/planning consultants/Township's Engineer. Lawyers and realtors. Provides mapping and zoning information to the public and other staff of all departments. Must be an excellent team player with a "can-do" attitude willing to provide good customer service and to assist the public.

4. Any responsibility for material resources required by the position? If so list.

Township Zoning By-law and Township Official Plan amendments (updates) to both (original) documents. Responsible for certificates of lot creation. Computer equipment and some confidential information on lands.



Township of Essa Job Description

5. Any responsibility for information resources required by the position? If so list.

Township Zoning By-law and Township Official Plan policy, County and Provincial Planning policy. Collection of confidential plans for land and storage of files.

6. What is the spending limit for purchases of the position?

None.

7. Any budget involvement? If so explain

None.

Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications			X	
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation		X		
(d) Positive demeanor			X	
(e) Negotiation/Mediation	X			
2. Stakeholder Contact				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service		X		
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results		X		



Township of Essa Job Description

(d) Flexible & adaptive (open to new ideas)			X	
(e) Innovate		X		
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)			X	
(h) Empathy		X		
(i) Confidence			X	
(j) Active listening			X	
4. Supervisory				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports			X	
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
6. Working Skills				
(a) Manage workload and meet deadlines (time management)			X	
(b) Deliver results (work ethic)			X	
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)			X	
(e) Ethics & integrity			X	
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)			X	
(h) Organization including project management			X	



Township of Essa Job Description

Qualifications

Formal Education & Training:

Bachelor's Degree in Urban/Land Use Planning (4 years post-secondary)

Required in house training:

GIS/tracking software

Work Experience:

3 years municipal experience working in municipal planning department

Specific Technical & Sector Skills required:

Proficient with PowerPoint and Adobe, GIS, etc., Driver's License

Physical Skill & Effort and Working Conditions

Work is performed in a standard office environment with minimal exposure to hazards. (Sustained) manual dexterity may be required to operate normal office equipment. Work generally has a low risk of injury. Hours of work are regular with minimal overtime required. Regularly required to prioritize variable workload.

Mental Skill & Effort and Working Conditions

The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information. There are constant interruptions and deadlines. Required to interact politely and effectively with the general public and required to respond to questions and complaints from the public.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head:		
Chief Administrative Officer:		