

TOWN OF PETAWAWA

(September 2023)

JOB TITLE: PLANNER

DEPARTMENT: PLANNING AND DEVELOPMENT

Directly Responsible to: Director of Planning and Development

PURPOSE OF THE POSITION

Reporting to the Director of Planning and Development, the Planner is responsible for the technical review and processing of land use planning applications from initial public inquiry through to the development approval.

MAJOR RESPONSIBILITIES

PROGRAM/SERVICE

- administers the processing of development applications and Town initiatives in accordance with the Planning Act for Official Plan amendments, Zoning By-law amendments, Site Plan Control, Subdivision, Part Lot Control and Minor Variance applications and provides comments to Land Division Committee on consent applications
- provides planning advice and direction, including the interpretation of the Town's Official Plan and Zoning By-law, other policies and applicable legislation, to the general public, developers, staff and consultants
- expected to attend as an expert witness in the capacity of an RPP for appeals to the Ontario Land Tribunal
- coordinates inter-departmental and/or inter-agency meetings with developers, consultants, agencies and interested parties, assisting with discussions regarding technical concerns to achieve municipal planning objectives
- responsible for the administration of development agreements including subdivision agreements and site plan agreements
- undertakes research, provides input, and assists with project management related to the development of planning policy and a variety of municipal plans/studies
- draft planning reports for a variety of applications and Public Notices, including maps and draft amendments and circulation lists and attend meetings as required
- receives and answers inquiries providing frontline general planning and zoning information pertaining to a broad range of development matters
- completes zoning compliance reviews for a site plans, real estate inquiries, building permits, sign permits and business registrations

- assists with processing municipal land sales as needed

This description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

HUMAN RESOURCES

- reports directly to the Director of Planning and Development and works in cooperation with the Chief Building Official, Building Inspector, Economic Development Officer, Administrative Assistant and other office staff

FINANCIAL RESOURCES

- not responsible for the preparation of budgets
- ensures accurate application of all permit fees

MATERIAL RESOURCES

- ability to use a variety of office equipment, including computer, calculator, fax, photocopier, telephone system, printer, projector

SKILL AND EFFORT

KNOWLEDGE

- post-secondary degree in Urban, Rural or Regional Land-use Planning or Geography or related field
- minimum of three years of related practical experience, preferably in a municipal environment
- eligible for provisional and willing to achieve full membership in OPPI and CIP
- fundamental knowledge of planning processes for Official Plan and Zoning By-law amendments, minor variances, part-lot control and site plan applications
- experience working with Geographic Information Systems (GIS) in a municipal environment
- demonstrates an understanding and working knowledge of the Ontario Planning Act, Provincial Policy Statement, Municipal Act, Ontario Building Code Act as well as experience interpreting Official Plans and Zoning By-laws
- provide technical guidance and support to other Town staff and external contacts
- excellent oral, written and interpersonal communication skills
- strong time management skills and ability to prioritize tasks
- proficiency in use of a wide range of computer programs
- perform other related duties as assigned

PHYSICAL SKILL AND EFFORT

- no special physical skills required

DECISION MAKING AND JUDGMENT

- work is performed under the direction of the Director of Planning and Development and in cooperation with the Chief Building Official, Building Inspector, Economic Development Officer and Administrative Assistant
- requires a high level of initiative, resourcefulness and ability to work independently
- maintains a high degree of confidentiality

INTERPERSONAL SKILLS/CONTACTS

Internal

- Director of Planning and Development
- Chief Building Official, Building Inspector, Economic Development Officer and Administrative Assistant
- senior and support staff other departments

External

- general public, consultants, businesses, developers, lawyers and real estate agents
- government ministries and regulatory officials/agencies

WORKING CONDITIONS

Environment

- office environment

Control Over Work Schedule

- required to work 35 hours per week
- overtime/weekend work may be required
- travel may be required for training