



Development Technician

Regular Full Time

Requisition ID: 3466

Salary Range: \$57,135 to \$64,197 Annually

The City of Markham is proud to be recognized for the 3rd consecutive year as one of Canada's Best Employers, and ranked in the top three for Government Services by Forbes and Statista Inc! The City of Markham is a dynamic and change-oriented leader that stands out from other Canadian municipalities. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as much as for our fiscal accountability. More than 353,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being accepted for the above regular full-time position in the Planning and Urban Design Department, Development Services Commission. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. To apply, please submit your cover letter and resume on-line at www.markham.ca/careers by **August 8, 2023**.

Job Summary

Reporting to the Supervisor, Committee of Adjustment, this position is responsible for the receipt, circulation and processing of development applications and delivery of front line customer service.

Key responsibilities include (but not limited to):

- Delivery of front line customer services at the Development Services Counter
- Provision of development information and requirements to the public and development industry
- Receipt and initial circulation of development applications using AMANDA and ePLAN
- Participation in the processing of Committee of Adjustment applications and support of holding meetings
- Ongoing maintenance of the Commission's Development Application Procedural Manual
- Contribute to future electronic and Intranet/Internet sites
- Processing of development applications on a workload overflow basis
- Review minor Planning Applications
- Conduct research as required
- Confirming and processing development fees

Qualifications

- Diploma in Planning or related discipline
- Eligibility for membership in the Canadian Association of Planning Technicians or the Canadian Institute of Planning
- One to three years of job-related experience
- Ability to deal with the public and development industry on a front line basis
- Good interpersonal and communication skills, both verbal and written
- Demonstrated computer experience and knowledge
- Ability to read, understand and interpret zoning by-laws and architectural drawings



Core Behaviours

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behavior and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.