

**Job Brief**

Processes Planning Applications and prepares related correspondence, memorandums, reports and agreements.

**Job Title**                      **Planner I**

**Status:**                      Permanent Full-Time

**Closing Date:**            November 17, 2024

**Wage:**                      \$38.06 - \$41.16 hourly (2024)

**Reports To:**                Manager, Planning

**Location:**                 Development Services, Planning Division

**Hours:**                     Normal Working Hours 35 hours per week

**Other:**                      General office environment. Some travel throughout the City of Kawartha Lakes may be necessary in accordance with job requirements.

**Job Description**

- Review and analyze moderately complex applications and make decisions using standard departmental policies and procedures
- Process, coordinate outgoing/incoming comments, prepare and present reports to Committees and Council, representing the City at Committee, public meetings and OMB hearings
- Under the supervision of management staff, prepare and present evidence at OMB hearings
- Research information on general planning policy, zoning matters, specialized aspects of land-use, reporting on findings and responding to public and development industry inquiries, in person and via correspondence, about such matters as Provincial legislation, plans and policy, Official and Secondary Plans, Zoning By-laws and current planning applications
- Ensure accuracy and completeness of applications, property surveys and planning reports, investigations and studies as background work for policy development

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- Conduct site inspections
- Assist in the development of studies and background work for policy development
- Provide technical guidance and support to Managers and other City staff and external contacts
- Regular travel to various work locations is required to fulfill the job duties of the position
- Perform other related duties as assigned

### **Skills/Education Required**

- Post-secondary degree in Urban, Rural or Regional Land-use Planning or Geography or a related field
- Minimum 3 years of related practical experience, preferably in a municipal environment
- Minimum 1 year of experience in municipal or regional planning, including working directly with the public or an equivalent combination of training and experience
- Eligible for provisional and willing to achieve full membership in OPPI and CIP
- Knowledge of the Planning Act and related regulations, Growth Plan, Provincial Policy Statement, Provincial Plans and related guidelines and best practices in land-use
- Fundamental knowledge of planning processes for consent, variance, permission, deeming, part-lot control, site plan, amendments to the Zoning By-law, Official and Secondary Plans
- Ability to interpret air photos and understand land surveys
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Excellent written communication skills with attention to detail and accuracy
- Excellent organizational and administrative skills with the ability to work independently and in a team environment

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- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Upon a conditional offer of employment, a Criminal Record Check will be required

**Applicants must be prepared for skill testing.**

Interested applicants are encouraged to apply by November 17, 2024 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2434>

The City of Kawartha Lakes will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise People Services to ensure your accessibility needs are accommodated throughout this process.