



The Township of North Dundas is
now accepting applications for the position of

Junior Planner
(Full-Time Position)
(Salary: \$57,607 to \$67,376)

Qualifications (summary):

- University Degree in Land Use Planning or related discipline, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Excellent communication skills both written and oral, analytical, problem solving, report writing and organizational skills, with the ability to shift priorities and work independently.
- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Class "G" Driver's Licence in good standing.
- Demonstrated ability to work effectively and courteously, with the ability to respect confidentiality.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Proficiency with MS Office and Adobe.
- Must provide a current Police Criminal Record Check as a condition of employment.
- Memberships in the Ontario Professional Planning Institute (OPPI) and Canadian Institute of Planning (CIP) are considered an asset.

Role and Responsibilities:

Assistant to the Director of Planning, Building and Enforcement. Assist in the development and subsequent maintenance of the Township's Comprehensive Zoning By-law and maps. Co-ordinate development/planning applications, conduct site inspections, prepare background planning reports, presentations, notices and draft by-laws and resolutions, prepare compliance reports, provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports and supporting data, presenting applications to the Committee; assistant Secretary-Treasurer to the Committee of Adjustment; assist in the development of the Township's GIS database; conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials; conduct site inspections for the purpose of data collection or to

Township of North Dundas

Junior Planner (Full-Time Position)

Role and Responsibilities (Continued):

ensure compliance with by-laws and other regulations; dog licence sales/data entry, update assessment files and maps; assist with planning inquiries; and responsible for file management. Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications; general office administration; occasional evening meeting attendance required; must have the ability to establish effective working relationships; excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry; perform other duties as directed, and undertake special projects as assigned. Must be able to work in stressful situations for extended periods of time.

Working Conditions:

Work involves occasional lifting up to ten lbs. Must be able to work in a climate controlled, office environment. Ability to read and write in English in order to process paperwork and follow-up on any actions necessary. Sitting for extended periods of time. Manual dexterity needed for keyboarding and other repetitive tasks. Work also involves walking outside with exposure to various temperatures, inclement weather including rain and snow, usually in a work alone situation, travelling in a vehicle, typically locally, to other Municipal buildings or off-site locations. Physical effort required when walking on uneven surfaces, installing and removing signs for public meetings.

This is a full-time position (35 hours/week) and may include some evening hours. We offer an excellent benefit package and pension plan, as well as a dynamic work environment.

Qualified candidates are requested to forward their cover letter and resume by 12:00 p.m. on Wednesday, September 22, 2021 using either of the following options:

By mail to: 636 St. Lawrence Street, PO Box 489, Winchester, ON K0C 2K0
or email: careers@northdundas.com

To view the full job description, please visit our website at: www.northdundas.com
The job description is available in alternative formats, or accessible communication supports, upon request.

We appreciate the interest of all applicants, but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used only for candidate selection.



Township of North Dundas

636 St. Lawrence Street, Box 489
Winchester, ON K0C 2K0

(613) 774-2105 (Phone)

(613) 774-5699 (Fax)

www.northdundas.com

www.facebook.com/northdundas



The Township of North Dundas is
now accepting applications for the position of

Planning Technician
(Full-Time Position)
(Salary: \$52,994 to \$61,982)

Qualifications (summary):

- Completion of a two (2) year diploma in Land Use Planning or related discipline, a minimum of two (2) years of recent related municipal or public sector experience as a planning technician, with a knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Excellent communication skills both written and oral, analytical, problem solving, report writing and organizational skills, with the ability to shift priorities and work independently.
- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Class "G" Driver's Licence in good standing.
- Demonstrated ability to work effectively and courteously, with the ability to respect confidentiality.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Proficiency with MS Office and Adobe.
- Must provide a current Police Criminal Record Check as a condition of employment.
- Membership in the Canadian Association of Certified Planning Technicians (CACPT) is considered an asset.

Role and Responsibilities:

Assistant to the Director of Planning, Building and Enforcement. Assist in the development and subsequent maintenance of the Township's Comprehensive Zoning By-law and maps. Co-ordinate development/planning applications, conduct site inspections, prepare background planning reports, presentations, notices and draft by-laws and resolutions, prepare compliance reports, provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports and supporting data, presenting the application to the Committee; assistant Secretary-Treasurer to the Committee of Adjustment; assist in the development of the Township's GIS database; conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials; conduct site inspections for the purpose of data collection or to

Township of North Dundas

Planning Technician (Full-Time Position)

Role and Responsibilities (Continued):

ensure compliance with by-laws and other regulations; dog licence sales/data entry, update assessment files and maps; assist with planning inquiries; and responsible for file management. Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications; general office administration; occasional evening meeting attendance required; must have the ability to establish effective working relationships; excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry; perform other duties as directed, and undertake special projects as assigned. Must be able to work in stressful situations for extended periods of time.

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