



The Municipality of Highlands East  
Is Currently Seeking A  
**Full-Time, Planning Technician**  
**35 hours/week, Monday to Friday**  
**Administration/Planning Department**

**Current Rate of Pay per CUPE Local 4416 Collective Agreement:**  
**\$29.79**

Under the direction of the Chief Administrative Officer (CAO), and the guidance of the Junior Planner, the Planning Technician provides general information on planning applications, planning processes, zoning inquiries and circulations. The Planning Technician is responsible, as the first point of contact for the Planning Department, to respond to inquiries from the public related to planning files and will assist with undertaking site visits associated with planning applications. The Planning Technician assists with the preparation of public notices, zoning certificates and compliance letters while utilizing planning related mapping services (GIS). The incumbent will complete all duties related to the function and operation of the Secretary-Treasurer to the Committee of Adjustment.

Preference will be given to candidates who have:

- Post-Secondary education with a discipline in land use planning, geographic information systems, or a related field of study.
- Minimum of two (2) years of related experience in land use planning in an office environment.
- Working knowledge of provincial and municipal land use planning policy and regulations, with an emphasis on rural planning.
- Strong organizational skills with the ability to manage deadlines and prioritize important, time-sensitive work and projects.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service to explain and guide the general public through complex planning policies and processes.
- Proficiency in computer applications (including but not limited to Word, Excel, Outlook, Power Point) and GIS programs with a familiarity of web-based programs and database management.
- Strong numeracy and analytical skills, including but not limited to the ability to read and review building plans, site plans and plans of survey.
- A well-defined sense of diplomacy, including negotiation and mediation skills.
- A team-focused attitude with the ability to work independently.
- Completion of OACA's *Primer on Planning*, is an asset.
- Membership in the Canadian Association of Certified Planning Technicians, is an asset.
- Valid Class "G" Drivers License

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked “Application – Planning Technician”** may be submitted on or before 4:00 p.m., Friday, August 9<sup>th</sup>, 2024, via mail, in person or email. Interested applicants may submit their resume, including references, in confidence to:

Brittany McCaw, CAO/Treasurer  
Municipality of Highlands East  
P.O. Box 295, 2249 Loop Road  
Wilberforce, ON K0L 3C0  
E-Mail: [bmccaw@highlandseat.ca](mailto:bmccaw@highlandseat.ca)

A copy of the detailed job description is available upon request or on the Highlands East website at [www.highlandseat.ca](http://www.highlandseat.ca)

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Municipality of Highlands East is an equal opportunity employer. Applicants requiring accommodation are asked to contact the CAO/Treasurer.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Questions about this collection should be directed to Brittany McCaw, CAO/Treasurer.