



**Planning, Building and By-Law Enforcement Department
Planning Technician**

The City of Pembroke Operations Department is currently seeking a **Full-Time Planning Technician** to join their team.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

Position Summary:

The planning technician is the primary contact for delivering front line customer service to the public as well as agencies, while supporting the Director, Planner, By-Law Enforcement Officers and the Chief Building Official with various administrative duties. The planning technician must be capable of carrying out duties with a minimum of supervision which includes administering and processing all types of development applications in accordance with the Planning Act.

Qualifications:

- Diploma in Planning Technician Program or other related Post-Secondary education, preferred.
- Minimum one to two years' experience working in a planning or municipal environment.
- Knowledge of the GIS Desktop mapping programs would be an asset.
- Membership or eligibility for membership in the Canadian Association of Planning Technicians or the Canadian Institute of Planners/Ontario Professional Planners Institute would be an asset.

Hours of work:

35 hours/week (8:00 AM to 4:00 PM) Monday to Friday with occasional overtime.

Salary and Benefits:

- \$55,958.94 to \$65,343.73 annually (salary under review).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation plus 2 wellness days.
- OMERS pension.
- Professional development and skill-based training opportunities
- Employee and Family Assistance Plan.



Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on Friday March 22, 2024.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: [Human Resources](#)
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.



City of Pembroke
Planning, Building and By-law Department

TITLE:	Planning Technician
DEPARTMENT:	Planning, Building and By-law Enforcement
REPORTS TO:	Director of Planning, Building and By-law

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Education/Qualifications/Experience:

- Diploma in Planning Technician Program or other related Post-Secondary education, preferred.
- Minimum one to two years' experience working in a planning or municipal environment.
- Knowledge of the GIS Desktop mapping programs would be an asset.
- Membership or eligibility for membership in the Canadian Association of Planning Technicians or the Canadian Institute of Planners/Ontario Professional Planners Institute would be an asset.

Skills and Abilities:

- Ability to understand and interpret zoning by-laws and the Planning Act
- Proficiency in map and plan interpretation, compilation of statistical analysis related to population, development and land use.
- Basic understanding of architectural, engineering and survey principles.
- Excellent written and verbal communication skills along with good public relations skills and the ability to work autonomously and manage strict timelines.

General Scope of Duties:

- Assistant to Director of Planning, Building and By-Law Enforcement
 - Compiles and analyzes data for special projects and reports, including statistical analysis related to population, development and land use;
 - Reviews development applications to ensure they are complete and in compliance with the Corporation's planning documents;
 - Prepares key maps and notice circulation lists for planning applications;
 - Prepares notice packages for circulation;
 - Maintains and monitors status tracking;
 - Gathers background information and material for the Director's review;
 - Pre-screens information required to respond to lawyers' requests for compliance letters;



- Prepares necessary documentation related to minor variances, consents, site plans, zoning, official plan, subdivisions, part lot control and associated development inquiries
- Assistant to the Chief Building Official
 - Prepares draft of Zoning and Building Compliance letters;
 - Assists in the preparation of daily, monthly and annual building department reports through the Cloudpermit system;
 - Assists the CBO to review building applications to ensure completeness of application and drawings which accompany an application;
 - Assists the Chief Building Official with confirming zoning, site plan and subdivision requirement related to applications for building permits;
- Responds to general inquiries of public by phone, in person, e-mail or through a pre-consultation process;
- Answers inquiries related to the Official Plan, Zoning By-law, site plan approval, subdivisions and consents;
- Retrieves background info i.e. severance history, zoning and Official Plan designations for land use confirmation;
- Accepts and reviews applications to ensure completeness under the Planning Act and other appropriate legislation;
- Reviews Site Plans for industrial/commercial/institutional developments and plans of subdivision to ensure compliance with Official Plan, Zoning By-law, Site Plan Control By-law, Planning Act and other relevant legislation.
- Undertakes preliminary review of reports and drawings submitted in support or development applications;
- Issue Parking permits
- Issue License permits
- Assists in preparation of all notices.

Decision Making and Judgement:

- Problem solving and analytical skills with ability to bring about effective solutions in a positive and timely manner.

Accountability:

- Responsible for accuracy in performance of work
- Safeguarding confidential/restricted information

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:

Internal

- Council
- Senior and support staff of other departments



External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

Working Conditions:

- Office Environment
- Required to work 35 hours per week.
- May be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

Physical Skill and Effort:

- Light lifting not exceeding 5kg.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing 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 position.

Hours of Work: 35 hours/week (8:00 AM to 4:00 PM) Monday to Friday
Occasional overtime.