



## **Planning Technician/Secretary-Treasurer of Committee of Adjustment**

The Town of Lincoln is looking to hire a Planning Technician. The Town of Lincoln, located in the beautiful Niagara Region, offers a unique environment that encompasses Lake Ontario, the Bruce Trail and Niagara Escarpment and is situated between Hamilton and St. Catharines. Steeped in a rich history and home to one of the fastest growing municipalities, Lincoln is a place to grow, a place to prosper and a place to belong.

Reporting to the Manager of Planning & Development, the Planning Technician's primary responsibilities are to offer technical support and aid to the entire Planning and Development department, particularly in processing planning applications, site plans, and other routine applications; utilize GIS and mapping technologies to enhance the planning and development processes; and will also be accountable for delivering exceptional customer service to residents and customers, addressing both general and specific inquiries.

Additionally, this position acts as Secretary Treasurer to the Committee of Adjustment and is responsible for administration related to applications for the Committee of Adjustment (COA) including minor variances and consents, preparing notices and decisions, and ensuring all conditions have been satisfied. The Planning Technician will provide advice to the public related to COA applications and processes, attend COA hearings, and offer guidance, advice, interpretation, clarification, and direction to COA members.

### **The successful candidate must possess the following:**

- Successful completion of a diploma in Municipal Planning and Development or equivalent
- Membership in the Canadian Association of Certified Planning Technicians and / or the Canadian Institute of Planners / Ontario Professional Planners Institute would be considered an asset.
- Minimum of two (2) years of related experience.
- Working knowledge of municipal land use, planning principles and processes and legislative requirements.
- Proficiency in AutoCAD and ArcView applications.
- Strong working knowledge of GIS or similar geographic data systems, including the ability to integrate GIS data into planning applications, conduct spatial analysis, and create maps to support planning decisions.
- Strong working knowledge of MS Office Suite, Cloudpermit, and/or similar software/programs.
- Ability to work well independently within a team environment.
- Excellent customer service skills, creating a positive experience when interacting with customers with patience, empathy, and technical knowledge.
- Strong problem-solving, analytical skills, and time management skills.
- Excellent attention to detail; ability to work in a fast-paced environment with regular interruptions.
- Highly organized with exceptional time management skills.
- Valid Driver's license in good standing.
- Experience in a municipal environment would be considered an asset.

This is a C.U.P.E. position with an hourly wage of \$32.75 based on a 35-hour work week. In addition to a dynamic and fast-paced team environment, we offer an excellent benefit package and pension plan.

Qualified candidates are requested to forward their resume by **11:59 PM Sunday, July 28<sup>th</sup>, 2024.**

To apply please use one of the following options:

- Via our: [online application form](#)
- Email: [resume@lincoln.ca](mailto:resume@lincoln.ca) noting the position in the subject line

This job description is available in alternative formats, or accessible communication support, upon request.

*We thank all applicants who apply 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.*