

## Job Description Junior Planner

<b>Position:</b> Junior Planner	
<b>Reports To:</b> Chief Building Official	<b>Revised:</b> January 21, 2021
<b>This Position Is:</b> <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

### **Job Summary:**

The Junior Planner is a main point of contact for the public and interested professionals who are making planning applications or seeking planning information concerning zoning by-laws, official plans, and policy or related regulations. Working with the contracted Professional Planner and internal staff, the Junior Planner researches, prepares, and presents standard planning reports and also prepares agenda and minutes for Committee of Adjustment Meetings.

### **Duties and Responsibilities:**

#### **Customer Service:**

- Provides response to all counter, phone, and email inquiries related to all planning matters.
- Processes property, zoning, work order and compliance letter requests.
- Daily cash handling and management.
- Maintains various forms, applications, and information packages.
- Assists Building & Planning Assistant during peak times & over lunch hour.
- Other duties as assigned.

#### **General Planning Functions:**

- Coordinates the administration of the applications under the Planning Act for plans of subdivision/condominium, official plan amendments, zoning amendments, site plan approval, minor variances and severances including pre-consultation, review of complete applications; preparation of notices, staff reports and technical material; conducting site visits; filing applicable applications and reports with the County of Peterborough Planning Department.
- Reviews zoning plans and site plans submitted for building permits to determine if the application conforms to the zoning or if a planning application is required.
- Reads and interprets official plan policies, zoning by-law regulations, municipal by-laws, the Planning Act and associated regulations, Provincial Policy Statements, other applicable legislation, as well as MNR resource mapping, County GIS mapping and associated database information, and assessment mapping.
- Attends pre-consultation meetings with the County Planning Department, Planning Consultants, and applicants, as required.
- Submits LPAT appeals creating the Clerk's Record, all affidavits and supporting documentation.
- Performs the duties of the Secretary-Treasurer to the Committee of Adjustment and Property Standards Committee.
- Responsible for the preparation of agenda, minutes, notices, staff reports, decisions and sets up for the meeting including running laptop for Committee of Adjustment meetings.
- Provides staff support to the Municipal Heritage Preservation Committee and Mining and Aggregate Advisory Committee.

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- Prepares zoning by-law amendments including by-laws, public meeting notices, planning reports, explanatory notes, notices of passing, Clerk's certificate and information.
- Prepares minor variance applications including public meeting notices, planning reports, notice of decisions and notice of no appeals.
- Prepares associated maps and schedules for zoning by-law amendments and the official plan amendments using GIS system, MS Word, scanning software, desktop publishing and drafting techniques.
- Prepares formal Planning Department comments and Municipal Appraisal Forms for review by municipal Council and submits comments to Peterborough County Land Division Office regarding severance proposals.
- Attends Committee of Adjustment meetings, Council meetings, and Planning related meetings as required.

### **Economic Development:**

- Reviews Community Improvement Plan applications for grant funding, prepare report and recommendation for review by the Economic Development Advisory Committee and Council.

### **Qualifications:**

- Two-year diploma in Land-Use Planning, GIS, Geography, or related field.
- Minimum one-year work experience relating to municipal land use planning applications.
- Demonstrated work experience preparing or administering Minor Variance and Re-Zoning applications.
- Knowledge and understanding of Ontario's land use planning system, specifically related to the Planning Act, Provincial Policy Statement and Growth Plan.
- Must have, and maintain, a valid class "G" driver's license and access to a personal vehicle.

### **Key Performance Competencies:**

- Ability to read, understand and apply County and Municipal official plan policies, zoning by-law regulations, maps, surveys, Planning Act and associated regulations, Provincial Policy Statements, Growth Plan for the Greater Golden Horseshoe.
- Judgment in interpreting vague or ambiguous policy or regulations.
- Ability to prepare material such as letters, planning reports, zoning by-laws/amendments and minor variance applications.
- Communication and interpersonal skills to explain and exchange information, handle complaints and resolve standard issues with lawyers, real estate agents, consultants, landowners, and applicants.
- Ability to provide recommendations to Chief Building Official and Council to solve problems such as addressing planning situations of moderate complexity by using manuals, legislation or by-laws; referring complex or controversial planning issues to the Chief Building Official and/or Municipal Planner.
- Accountability for the provision of planning information.
- Ability to deal with multiple tasks and changing deadlines while maintaining a high level of accuracy.
- Ability to prioritize workload and meet deadlines.
- Mental and visual effort to read information, formulate ideas and input data.

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- Intermediate mathematical skills to calculate percentages, ratios or averages and unit-measure conversions.
- Experience using a wide range of computer programs such as: MS Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, etc.

### **Health and Safety:**

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

### **Supervision:**

This position does not directly supervise the work of others.

### **Contacts:**

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, Conservation Authorities, private businesses, developers, contractors, Municipal Planning Consultant, Municipal solicitors, and all levels of government.

### **Work Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with occasional travel outside the office to attend meetings/conferences/seminars as well as posting notices.
- Works in an environment that is subject to interruption and demands accuracy and attention to detail.
- Tasks are diverse and interpretation is occasionally required.
- Work can be confidential in nature and requires discretion.
- 35-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Occasionally required to deal with minor conflicts/complaints.
- Requires the general understanding of the public's needs.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

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**Impact of Error:**

- Deadlines that are not met could result in legal and long-term action.
- Errors could result in loss of money for the Municipality.
- Errors could result in confusion, time lost, and hinder public relations.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job, however this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date