

**POSITION: ZONING COORDINATOR****JOB POSTING #:**

<b>DEPARTMENT:</b>	Planning	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543014
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	00000014
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.13
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$26.20 - \$30.80 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to the Manager of Development Applications, reviews drawings for compliance with, and provides information to the general public and administration regarding zoning, site plan control, Committee of Adjustment, sign by-law, fence by-law, and other by-laws related and utilized by the Planning Department; provide Development representation to the various Administrative and Council appointed committees. Provides written zoning information, such as zoning clearance letters to lawyers and the general public, and provides interpretation of by-laws in response to inquiries regarding business licenses, rezoning applications and public complaints; reviews business license applications to ensure compliance with zoning by-law and Site Plan Control agreements; provides oral zoning information at the counter to the public, developers, contractors, lawyers, etc. by referring to zoning by-laws, site plan control by-laws, and other by-laws related to the Development division; provides specific information to lawyers; provides functional supervision and direction to the Customer Service Representatives. Assigns reviews of preliminary development proposals (drawings) to the Customer Service Representatives to ensure zoning and other by-law compliance; reviews preliminary development proposals (drawings) to ensure zoning and other by-law compliance; provides written reports as part of the required preliminary zoning review for Site Plan Control applications; represents the Development section at the Committee of Adjustment, Site Plan Control, Planning Standing Committee, Licence Commission, municipal court matters and various other meetings as required; researches property histories; provides pre-consultation services to lawyers, architects, engineers, planners, developers, real estate agents, homeowners and general public as to facilitate their development applications (e.g. Committee of Adjustment Minor Variance/Consent applications); reviews zoning by-law, fence by-law and sign by-law for the minor variance applications to the Committee of Adjustment. Participates in the Development Applications and Committee multidisciplinary teams; leads, participates in, and advises multidisciplinary project teams. May be required to travel to off-site locations. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; performs other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, plus a three (3) year post secondary school Civil Engineering Technology or Architectural Technology Diploma from a Community College, or University Degree, or Ontario Ministry of Education equivalencies.
- Must have over one year's experience with zoning by-laws.
- Must have the ability to read and interpret construction drawings, plans, surveys, legal descriptions and agreements related to property.
- Must have extensive experience in zoning interpretation and the construction field, preferably within a municipal setting.
- Must have knowledge of the Zoning By-Law, Fencing By-Law, Sign By-Law, Business Licensing By-Law and other by-laws utilized by the Development division.
- Must have knowledge of the Ontario Planning Act, Building Code Act, and the development review processes.
- Must have proficiency in Windows based software including Word, Excel, Microsoft Outlook and in CAD software, Land based information systems and graphic software packages.
- Must have excellent communication, presentation, organizational and interpersonal skills.
- Must have ability to solve problems and meet deadlines under pressure.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act.
- Must have proven ability to work in a team environment.
- Must be able to work with minimal supervision.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• at 8:30 AM to at 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>  |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on September 14, 2012</li></ul>   |