

POSITION: PLANNING TECHNICIAN**JOB POSTING #:****DEPARTMENT:** Planning**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543106**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$23.46 to \$27.60 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

To produce illustrations such as maps, tables, charts, photographs, using AutoCAD or Autodesk (AutoCAD) and other drafting/graphic/photographic software to support and enhance reports and staff presentations for City Council, Planning Advisory Committee and special public meetings; update Official Plan map schedules, GIS data bases and development activity mapping; using ArcMAP (ArcGIS), Vision or other GIS software, update the planning land information database; develop digital and print communications to support community planning consultation measures for the Planning Department as well as other units within the Corporation; manage digital and paper drawing files; perform planning tasks such as site inventories, location analysis, research and report writing for various types of planning studies and development applications; provide technical GIS support and training in all aspects of GIS software and its associated capabilities; ensure that all hardware is working properly and help with the development of procedures for their proper use, respond to public inquiries received over the counter regarding available maps and plans. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a two (2) year post secondary school diploma from a Community College in Urban and Regional Planning Technology or Ontario Ministry of Education equivalencies.
- Must have over one (1) year related experience.
- Must be proficient in the use of AutoCAD, Autodesk (AutoCAD), ArcMAP (ArcGIS), Photoshop, Quark and the Microsoft Office Suite of Products.
- Must have well developed communication and customer service skills and demonstrated ability to deal effectively and courteously with internal and external clients.
- Must have the ability to travel to off site 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.
- Strong graphic design skills and experience in document design and layout will be considered an asset.
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) or Canadian Institute of Planners (CIP) would be considered an asset.
- Municipal government experience would be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- 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.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012