

POSITION: DEVELOPMENT PLANNING TECHNICIAN JOB POSTING #:

DEPARTMENT:	Planning	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543418
POSTING STATUS:		POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$24.36 - \$28.66 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Under the direction of the Manager of Development Applications, carry out CAD (computer aided drafting) tasks with Planning Department such as updating zoning maps, site plan, part lot control, and plan of condominium and subdivision drawings; process applications for address/street assignments, rezoning, Official Plan, Street and Alley, Committee of Adjustment; responsible for the creation and/or change of addresses and street names in the AMANDA system (City of Windsor's corporate property database of record). To produce illustrations such as maps, tables, charts, photographs, using AutoCAD or AutoCAD Map or other drafting/graphic/photographic software to support and enhance reports and staff presentations for City Council, Committees and special public meetings; develop digital and print communications; manage digital and paper drawing files; provide technical GIS support and training in all aspects of GIS software and its associated capabilities; provide input into street naming and addressing procedures and plans. Assist with public enquiries related to street naming and numbering. Provide backup for Planning Technician. Assist in updating property and zoning information. 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 required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary school education from a Community College in Urban & Regional Planning, GIS & Urban Planning, Geomatics/GIS Systems, or Architecture, or Ontario Ministry of Education equivalency.
- Must have over one (1) year AutoCAD drafting experience (specializing in development applications or in a similar municipal setting).
- Must be proficient in the use of AutoCAD, AutoCAD Map, ArcMAP (ArcGIS), and the Microsoft Office Suite of Products (Word, Excel, Access, PowerPoint).
- Should have proven organizational and time management skills.
- Must have well-developed communication and customer service skills and demonstrated ability to deal effectively and courteously with internal and external clients.
- Should be self motivated, work with minimal supervision, be prepared to be trained in the use of new software, have proven verbal and written communication skills.
- Must have the ability to travel to offsite locations in a timely and expedient manner. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Ability to work within accelerated time frames.
- Knowledge of the Planning Act and development processes considered an asset.
- Successfully completed training in the Microsoft Office Suite of Products (Word, Excel, Access, PowerPoint) will be considered an asset.
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) or the Ontario Professional Planners Institute (OPPI) would be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • at 8:30 AM to 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • By Human Resources on December 2, 2013 |