



Internal/External Job Posting

Temporary Full Time Bargaining Unit Position

Resource Planning Technician

General Accountabilities

The Resource Planning Technician is responsible to administer applications and communicate policies under the Conservation Authorities Act through the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 150/06), and to coordinate responses stating the Conservation Authority position regarding urban and regional planning matters, inquiries and related administrative duties. This position reports to the Supervisor of Planning.

Specific Accountabilities

1. Review and provide a statement of the Authority's position and policies on applications pursuant to the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 150/06).
2. Review and provide a statement of the Authority's position and policies on minor Planning Act applications (i.e. severances, minor variances) and inquiries.
3. Provide background review and assist in developing a statement of the Authority's position and policies on complex/major Planning Applications (i.e. Official Plan and Zoning By-law amendments) and other development proposals as required.
4. Meet municipal deadlines regarding Planning Act Applications and meet internal deadlines/standards for permit applications, inquiries, etc.
5. Conduct meetings within and outside the Authority and perform field inspections.
6. Attend with Planners, multidisciplinary and/or multi-agency steering committees, as well as attendance at Council Meetings and Open Houses, as required.
7. Review, prepare or present reports and provide administrative support relative to the functions mentioned above
8. Encourage communication and outreach activities that generate support within the local communities for the health and enhancement of our watershed's natural resources
9. Attend as a representative of the Authority on cases before the provincial courts, as required.

Technical Accountabilities

1. Degree or diploma in Geography, Environmental Science, Planning or a related discipline.
2. Minimum one year related experience.
3. Experience in interpretation of earth processes, natural features and land uses from an extensive variety of maps and technical or construction plans, use of air photos and interpretation in the field.
4. Knowledge and experience in evaluation of construction plans and technical reports such as Environmental Impact Statements and ability to relate them to GRCA permit or Planning Act applications.

5. A working knowledge of the Conservation Authorities Act and regulation and other environmental legislation, planning statements and technical guidelines (i.e. storm water management guidelines).
6. Excellent communication skills (written and verbal) and interpersonal skills.
7. Applicants must have a strong background and related job experience with the Microsoft Office software suite, and use of digital mapping software.
8. A valid driver's license.

Competencies and Abilities

Professional Judgement - demonstrated ability in the area of analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making. Ability to carry out limited negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with files.

Integrity/Ethics - the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

Goal /Action Oriented - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience and ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Team Work - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships with municipalities, stakeholders, and staff. Excellent internal communications skills are needed for staff relations, working inter-departmentally with respect to resource planning matters and to provide support to other programs within GRCA.

Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Excellent communication skills to create, maintain and enhance relations with municipal partners, watershed residents, stakeholders etc.

The pay range for this position is Job Level 6 \$30.22 to \$37.77 and hours of work are 35 per week

Term of Employment: Approximately October 2021 to October 28, 2022

Approximate Start Date: October 2021

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Resource Planning Technician #275" in the subject line.

Deadline for Applications: 4:00pm Thursday October 14, 2021

We thank you for your interest, however only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority