



Currently accepting applications for the position of

## **PLANNING TECHNICIAN**

**Full-time, Permanent Position**

The Township's Legislative Services Department is seeking an experienced and effective team member for the position of Planning Technician. The Planning Technician will perform a variety of duties including providing front-line customer service and administrative support in the co-ordination and maintenance of planning applications, including but not limited to site plans, zone changes and minor variances. Act as the Secretary for the Committee of Adjustment, assist in carrying out planning studies, research/special projects and act as the liaison with the County of Wellington for consent applications and GIS mapping. Issue zoning compliance letters and responding to public inquiries.

### **Qualifications for this position include:**

- Ontario Secondary School Diploma or equivalency
- Post-secondary degree/diploma in Planning, Urban/Regional Planning Technology or a closely related program
- Minimum two (2) years of relevant municipal planning experience
- Membership in the Ontario Professional Planners Institute is preferred
- Working knowledge of the Provincial Policy Statement and Planning Act

### **The successful candidate will possess:**

- ✓ Positive attitude, strong work ethic
- ✓ Excellent communication (verbal and written), public relations and responsiveness to enquiries in a tactful and courteous manner
- ✓ Excellent analytical and research skills with the ability to problem-solve
- ✓ Organizational skills with attention to detail and ability to meet deadlines
- ✓ Proficiency in computer use – Microsoft Office Suite, Microsoft 365 applications and Adobe
- ✓ Knowledge of AutoCAD, ArcGIS an asset
- ✓ Availability to work evenings and/or weekends as necessary
- ✓ Time management and organizational skills
- ✓ Ability to perform duties with minimal supervision independently and within a team

The salary range for this position is \$33.55 to \$39.48 per hour

**How to Apply:** Send your cover letter and resume (in pdf format) by email to the Human Resources Department - [humanresources@get.on.ca](mailto:humanresources@get.on.ca) A complete job description can be found on our web site at [www.get.on.ca](http://www.get.on.ca)

**Applicants are invited to submit the required information, no later than  
12:00p.m., Thursday, April 17, 2025**

***We thank all applicants and only candidates selected for an interview will be contacted.***

*The Township of Guelph/Eramosa is an equal opportunity employer, committed to diversity and inclusivity in employment and committed to a barrier-free workplace. Accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*