

Planning Technician

EMPLOYER: Township of Douro Dummer

LOCATION: Warsaw, ON

DEADLINE DATE: March 7, 2025

PLANNING TECHNICIAN

The Township of Douro-Dummer is a quaint rural community comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities. Located just east of Peterborough, the township is home to about 7600 people in an area of just under 460km².

Under the supervision of the Chief Building Official, the position will provide operational support for land use planning within the Building and Planning department. In this capacity the position acts as the forward-facing contact related to land use planning. The position receives and processes applications, general inquiries; responds to public complaints; prepares correspondence, emails, by-laws, and reports; and attends committee and council in respect of projects, applications, and departmental business, as required.

Competency Profile:

Post-secondary degree or diploma in a related field such as Planning, Geography, Business, or a minimum of two (2) years of related work experience and demonstrated willingness to successfully complete the Primer on Planning program offered by the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO).

Working knowledge of the Planning Act, Provincial Planning Statement, Municipal Act and related legislation and regulations is preferred. Knowledge of relevant provincial regulations and codes including the Planning Act and Ontario Building Code, as well as relevant municipal by-laws and policies.

Highly developed analytical, organizational, literacy, communication (formal/technical writing & oral communication) and inter-personal skills with the ability to cope with competing demands and multiple tasks.

Experience with GIS mapping and an ability to read and interpret surveys, building plans, and architectural drawings is as asset.

Proficient and demonstrated skills with Microsoft Office software.

Work is conducted in an office environment, however, travelling off-site and as needed for site visits and meetings, conferences, workshops, and events is required, in addition to work outside of regular business/office hours.

Must maintain a valid 'G' Ontario driver's license with access to a reliable vehicle.

In addition to a competitive salary of \$66,324 to \$78,056 per annum as well as a comprehensive benefit package, the Township of Douro Dummer offers exemplarily values, a strong community spirit, a rural quality of life, well maintained infrastructure, and an outdoor recreation paradise, all of which help to create a productive environment for personal growth and success.

Qualified applicants are invited to submit their resume, stating "Township of Douro Dummer – Planning Technician", by 3:00 p.m., Friday, March 7th, 2025, to:

Human Resources, Township of Douro Dummer
894 South Street, P.O. Box 92,
Warsaw, ON
K0L 3A0
Email: hr@dourodummer.ca

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.