



## Township of Douro Dummer Job Description

**POSITION TITLE: Planning Technician**  
**DEPARTMENT: Development Services**  
**REPORTS TO: Chief Building Official**  
**DATE REVISED: January 2025**

### **POSITION SUMMARY**

The Planning Technician plays a key role in delivering exceptional customer service by responding to public inquiries via phone, email, and in person regarding planning and development services, as well as other services provided by the Township of Douro-Dummer. This position also provides vital administrative and clerical support, including assisting with planning applications, maintaining and organizing data management records, and ensuring the accuracy of planning information systems. Additionally, the Planning Technician supports the department's mapping needs, contributing to the overall efficiency and effectiveness of the planning process.

### **RESPONSIBILITIES**

- Provide customer service, receive and address inquiries (via phone, email, in-person and written correspondence) from landowners, residents, property developers, realtors, solicitors, etc. regarding Planning issues such as matters related to Zoning compliance (permitted uses and provisions), Planning Act process, feasibility of severance, development potential or municipal processes etc.
- Respond directly or follow up after further investigation / research to gather required information; reference the Official Plan, Zoning by-laws, Municipal By-laws and any other documents required as resources of information.
- Assist the Building and Planning staff in managing the planning application process from receipt, documentation of and response to planning applications, including the notice to public, summary of recommendations on a planning report, public meetings, appeals and all other related steps as outlined in the Planning Act

- Undertake the administrative tasks associated with circulation of development application materials, including Letters of Acknowledgement and Internal/External circulation memos, zoning reviews, planning exhibits, hearing materials, associated research and other planning related matters.
- Conduct research and analysis required for planning related projects and studies.
- Maintain and update planning records, databases, and mapping systems to ensure accurate and accessible information for both internal and external stakeholders.
- Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public’s perception of the Municipality.
- Perform other duties as assigned by their manager or designate.

**WORKING RELATIONSHIPS**

Internal:	CBO CAO Mayor and Council	Municipal Staff Committee of Adjustment
External:	Peterborough County Planning and Development General Public Developers / Builders	Government Representatives External Agencies Conservation Authorities

**KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must possess, or be willing and able to obtain, the following:

- Post-secondary education in geographical information system (GIS) mapping, Urban and Regional Planning, Architectural Technology or a related field.
- If the above level of formal education from an accredited post-secondary institution has not been achieved, the incumbent must possess a minimum of two (2) years of related work experience and demonstrate a willingness to successfully complete the Primer on Planning program offered by the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO).

**SKILLS AND COMPETENCIES**

- Working knowledge of the Planning Act, Provincial Planning Statement, Municipal Act and related legislation and regulations is preferred.
- Verbal communication skills including courtesy, tact, explanation, interpretation, counseling, and persuasion.
- Written communication skills including grammar/spelling, proofreading, and editing skills.
- Proficient and demonstrated skills in GIS software and Microsoft Office software.

- Analytical, problem-solving and decision making skills.
- Interpersonal and customer service skills.
- Organizational and time management skills.

### **WORKING CONDITIONS**

- Typical climate-controlled office environment with standard weekday office hours.
- Periodic travel requirements to conduct site visits, attend meetings at construction sites and to attend offsite meetings with external agencies and partners.
- Occasional extended hours to attend meetings and / or to respond to urgent situations.
- Work activities require visual and mental concentration for intermediate durations of time
- Extended periods of time spent sitting or standing and using a computer.
- Considerable opportunity exists for stressful interaction with members of the public.
- Occasional lifting and carrying of items weighing less than 30lbs (i.e. office supplies).
- Valid driver's licence with clean driving abstract.

### **EMPLOYMENT TERMS**

- Full-time, Permanent
- Thirty-four and a half (34.5) hours per week
- \$66,324 to \$78,056 per annum
- Group Health, Dental and Life Insurance benefit coverage after three months of employment. OMERS Pension Plan enrolment as of date of hire.

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational resident or operational requirements.*