

JOB DESCRIPTION

POSITION:	PLANNING TECHNICIAN		
DEPARTMENT:	Planning & Building Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543106
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.11

DUTIES:

Reporting to the Manager of Urban Design/Deputy City Planner, the position will produce illustrations such as maps, tables, charts, photographs, using AutoCAD or Autodesk (AutoCAD) and other drafting/graphic/photographic software to support and enhance reports and staff presentations for City Council, Planning Advisory Committee and special public meetings; update Official Plan map schedules, GIS data bases and development activity mapping; using ArcMAP (ArcGIS), Vision or other GIS software, update the planning land information database; develop digital and print communications to support community planning consultation measures for the Planning Department as well as other units within the Corporation; manage digital and paper drawing files; perform planning tasks such as site inventories, location analysis, research and report writing for various types of planning studies and development applications; provide technical GIS support and training in all aspects of GIS software and its associated capabilities; ensure that all hardware is working properly and help with the development of procedures for their proper use, respond to public inquiries received over the counter regarding available maps and plans. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a two (2) year post-secondary school Diploma from a Community College in Urban and Regional Planning Technology or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of related experience;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be proficient in the use of AutoCAD, Autodesk (AutoCAD), ArcMAP (ArcGIS), Photoshop, Quark and the Microsoft Office Suite of Products;
- Must have well developed communication and customer service skills and demonstrated ability to deal effectively and courteously with internal and external clients;
- Strong graphic design skills and experience in document design and layout will be an asset;
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) or Canadian Institute of Planners (CIP) would be considered an asset;
- Municipal government experience would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.