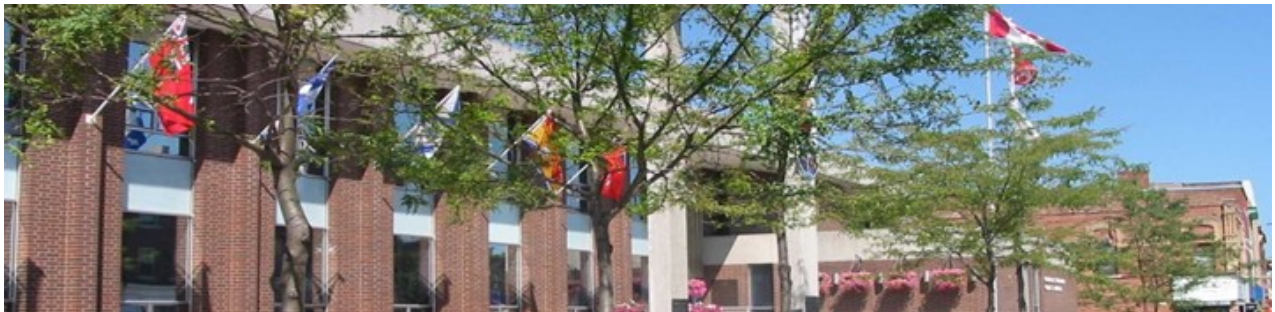




Junior Planner
Job Posting #: 2024-39
Closing Date: Friday, December 20, 2024

The City of Owen Sound is seeking candidates for the full-time permanent Junior Planner role. The Junior Planner is responsible for assisting the Planning Division in carrying out the duties, responsibilities, and work of the Planning & Heritage Division within the Community Services Department. This includes the preparation of reports under the supervision of the Manager of Planning and Heritage to Council, the Community Services Committee, and the Committee of Adjustment. The heritage component of the position will coordinate and assist in developing and implementing cultural heritage policies, studies, and initiatives, as well as provide heritage comments on development applications involving identified heritage resources as well as applications for façade and structural improvement programs.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties, characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are in the City's historic downtown core. This welcoming, vibrant, growing community reconciles Urban convenience with a balanced lifestyle. Enjoy visits to galleries, theatres, museums, festivals, the library, local shopping, and dining right outside the doors of City Hall.



The successful candidate will have a Degree in Land Use Planning, be a full member of the Ontario Institute of Planners and be a Registered Professional Planner or eligible for the same. The successful candidate will also have a minimum of three (3) years related experience. Additional skills required include exceptional customer service skills, understanding of relevant legislation, excellent verbal and interpersonal skills, proficiency in Microsoft Office, and working knowledge of GIS, AMANDA, or planning-related databases.

Additional Skills/Competencies/Requirements:

- Applicant must have exceptional customer service skills.
- Sound analytical, problem-solving, research and organizational skills.
- Thorough working knowledge of the Ontario Planning Act, Ontario Heritage Act and Provincial Policy Statement
- Ability to work with minimum supervision effectively and within a team environment.
- Comply with department and corporate policies, procedures, and necessary legislation, accepting accountability for own actions. Demonstrate respect for relevant legislation and care and respect for employers' property, the public and public image.
- Excellent verbal communication and interpersonal skills to deal effectively with the general public, contractors, developers, staff and others.
- Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with an appropriate degree of tact and discretion
- Demonstrated proficiency in Microsoft Office and Outlook. Working knowledge of GIS, AMANDA or other databases, Publisher, Photoshop or related graphic software is an asset.

The wage rate for this position is \$56,365 - \$66,320. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by December 20, 2024, at 4:30 pm to:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act* in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.

Department: Community Services

Division: Planning

Job Title: Junior Planner

Union: CUPE 1189

Direct Supervisor: Manager of Planning & Heritage

Revision Date: November 2024

Position Summary and Scope:

The Junior Planner is responsible for assisting the Planning Division in carrying out the duties, responsibilities, and workplan of the Planning & Heritage Division within the Community Services Department by including:

- Coordination and assistance in the development and implementation of cultural heritage policies, studies and initiatives as well as providing heritage comments on development applications involving identified heritage resources.
- Implementation of the City's Community Improvement Plan, including administration of the façade and structural improvement programs.
- Provision of technical and administrative support to the Manager of Planning & Heritage in the processing of all types and complexities of Planning Act applications, as well as conducting planning policy research, analysis, and creation.
- Review and preparation of reports on a variety of planning applications and policies, including making presentations, to the Committee of Adjustment, Community Services Committee and Council as required.

Duties and Accountabilities:

Daily

- Collaborate with the Development Coordinator, Manager of Planning & Heritage and the Clerks Division in the processing of Committee of Adjustment

applications, including:

- Working with the Secretary-Treasurer to ensure Notice requirements are met.
- Working with applicants to ensure complete submission is made to the Clerks Division.
- Writing Committee of Adjustment staff reports and attending hearing.
- Answering Planning-related questions for the applicant, staff, agencies, and members of the public.
- Support the implementation and administration of programs under the Community Improvement Plan including the preparation of reports and agreements for review related to façade grant and structural improvement grant applications.
- Ensure the application of the Ontario Heritage Act and the promotion and conservation of heritage properties.
- Customer Service including responding to general inquiries (at the front counter, by phone or email) from the public and developers on matters pertaining to zoning, general application inquiries, and Planning Act Application review processes.
- Prepare zoning conformity review for building permits and other development applications
- Provide verbal and written responses to a wide range of requests from legal firms, the general public and developers regarding planning and heritage
- Database management, drafting planning notices, circulating applications, researching, planning records management and maintaining planning policy documents.
- Reliably use good judgment in all activities, including providing information to the public
- With minimal supervision and sound time management skills, prioritize workload while dealing with multiple demands to meet both long and short-term deadlines.
- Provide of accurate and professional information to applicants, consultants, developers and the general public.

- Liaison with other municipal staff, provincial ministries, and agencies.

Periodic

- Attend Community Services Committee, Committee of Adjustment, Accessibility Advisory Committee, or Council as required
- Preparations for public open houses and public meetings.
- Conduct or assist the Manager of Planning & Heritage in the completion of research projects relating to cultural heritage and the preparation of major updates to the City's Official Plan and Zoning Bylaws, Community Improvement Plan and other City policy documents (e.g. Community Gardens).
- Assist Clerks Division in providing notice as required by the Planning Act, Ontario Building Code Act, Line Fences Act, or the Ontario Heritage Act.
- Participate as a core member of the City's Development Team in the weekly interdepartmental meetings.

Occasional

- Prepare or assist the Manager of Planning & Heritage in the preparation of Municipal Performance Measurement Program report
- Gather information relating to FOI requests
- Support and participate in events related to the Planning and Heritage Work Plan.
- Represent and promote the City with developers, visitors, citizens and other persons involved in planning and heritage matters.

Employee Health & Safety Responsibilities:

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others;
- Actively participate in all COS safety initiatives and trainings;
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.
- Follow all COS policies and procedures as well as the Occupational Health and Safety Act. For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.

Educational Requirements:

University Degree

Details – Specialty, major etc.:

Degree in Land Use Planning or a related discipline

Minimum 3 years related experience

Be eligible and obtain Registered Professional Planner accreditation through the Ontario Professional Planners Institute and full Membership in Canadian Institute of Planners Canadian Institute of Planners.

Skills and Competencies at the working level:

- Applicant must have exceptional customer service skills.
- Sound analytical, problem solving, research and organizational skills.
- Thorough working knowledge of the Ontario Planning Act, Ontario Heritage Act and Provincial Policy Statement
- Ability to work with minimum supervision effectively and within a team environment.
- Comply with department and corporate policies, procedures, and necessary legislation, accepting accountability for own actions. Demonstrate respect for relevant legislation and care and respect for employers' property, the public and public image.
- Excellent verbal communication and interpersonal skills to deal effectively with the general public, contractors, developers, staff and others.
- Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with the appropriate degree of tact and discretion
- Demonstrated proficiency in Microsoft Office and Outlook. Working knowledge of GIS, AMANDA or other database, Publisher, Photoshop or related graphic software
- Possess and maintain a valid Ontario Class "G" Driver's License

Previous Work-Related Experience

Three (3) years minimum in the municipal environment, specifically working in the Planning field, and more specifically, 1-2 years experience with heritage conservation projects, architectural heritage and/or heritage planning.

Positional on-the-job training required:

6 months

Working Relationships:

Close working relationship with staff in the City's Development Team, including the Building Division, Clerks Division, and Engineering Division, as well as County and GSCA staff.

Independence of Decision Making:

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 5-7 Hours

Walking: up to 1 hour a day

Standing: up to 1-2 Hours

Sitting: 5-7 Hours

Lifting: Limited, at times up to 50 pounds

Ladder Climbing: Periodic

Exposure: Indoor Office

Other: some site visits and off site meetings and events

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Some flexibility in hours required in order to attend committee meetings and events outside of normal working hours and from time to time to meet deadlines.