
Employment Opportunity Available

Planner Permanent, Full-Time Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for a full-time **Planner**.

Reporting to the Director of Planning Services, the **Planner** is responsible for assisting the department in the review, research, analysis, preparation and implementation of planning and related policy documents. As a Planner, you will undertake special planning research, review and evaluate development submissions and reports, and provide professional planning opinions or recommendations to senior staff and Council. You will also provide comments on planning applications, zoning enquiries, site plans and Committee of Adjustment applications and respond to public inquiries. As a Planner, you will also undertake duties as a Deputy Zoning Administrator in matters related to the Zoning By-law and assist in ensuring compliance with approved Township policies.

A team player with excellent interpersonal and organizational skills, you will coordinate pre-consultation meetings with affected departments and agencies for planning applications and prepare appropriate documentation for public meetings, committees, council meetings and the Ontario Municipal Board. You will also participate as a team member on planning and environmental issues related to the Township.

Qualifications and Experience

- University Degree in Planning, Geography or a related discipline.
- Minimum of 2 to 5 years' relevant planning experience, preferably within the municipal sector.
- Membership or eligibility for membership in either the Canadian Institute of Planners (CIP) or the Ontario Professional Planner's Institute (OPPI) is preferred.
- Thorough knowledge of the Ontario Planning Act and other related land-use planning legislation and policies is required.
- Advanced computer skills and experience in data management and mapping (AutoCAD, ARCview, and MS Office) is essential.
- Excellent written and verbal communication skills, as well as excellent presentation skills.
- Excellent organizational, research and analytical skills, attention to detail, and the ability to meet deadlines under pressure with minimal supervision is required.

- Ability to maintain discretion and confidentiality of information is critical.
- Availability to attend evening / weekend meetings or events as required.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan for this position. Salary range: Level 6 (\$63,536.20 to \$72,436.00) per annum based on a 35 hour work week.

Applications will be accepted until **12:00 noon on Friday, December 1, 2017**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Planner Competition
Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.