



# Senior Planner

**Job Number:** J0321-0159

**Position Status:** Full Time

**Union:** Non-Union

**Division:** Infrastructure and Development Services

**Facility:** County of Lambton Administration Building

**City:** Wyoming, Ontario, Canada

**Number of Positions:** 2

**Hours of Work:** Monday to Friday, 8:30am to 4:30pm

**Wage Rate:** \$47.82 - \$56.94/Hour

**Date Posted:** March 22, 2021

**Closing Date:** April 18, 2021

**Starting Date:** June 14, 2021

Lambton County is located in Southwestern Ontario. Bordered by Lake Huron to the north, the Canada-US border and the St. Clair river for the west, Chatham-Kent to the south and Middlesex County to the east - we are the community of the beautiful blue waters.

The County consists of eleven lower tier Municipalities, including the largest urban area - the City of Sarnia. Our municipalities vary in size and have their own charm that contributes to Lambton County being a great place to live, work and play.

Whether it is Petrolia (Canada's Victorian Oil Town and where oil production in North America began), the Township of St. Clair (with its breathtaking views of the St. Clair River), Lambton Shores (with the popular tourist beach community of Grand Bend) or Plympton-Wyoming (with its lakeside communities and beaches) - the County has a wide variety of settlements and urban areas for people to call home. With a burgeoning food scene offering a variety of award winning restaurants, breweries and hang outs - the County is a great place to be! That explains why we are seeing so much development happening here!

The County is seeing significant growth in development and, as a result, is looking for experienced Senior Planners to join the Planning and Development Services (PDS) team. PDS provides Planning services to ten of our eleven partner municipalities - processing Official Plan/Zoning By-law amendments, processing various planning applications and providing local Councils planning advice or acting as expert witnesses before various boards/tribunals.

By joining PDS - you are joining an experienced team of planners and technicians that have been leading planning efforts for our partner Municipalities. This is a supportive team; here to help you integrate not only into the County but develop strong relationships with our partner Municipalities and their staff. We value team building - not only to develop your skills in planning but also to create a positive team dynamic and office environment.

Provided below is a general description of the job duties for this position. Multiple positions are being recruited for this posting.

## **Position Overview**

The Senior Planner provides services and advice to local municipalities and the County, deals with government officials and the public on planning matters and supervises planning section staff. The role acts for the Manager - Planning & Development in his/her absence.

## **Duties & Responsibilities**

Provision of Planning Advisory Services:

- Prepare official plans, zoning by-laws, special studies and other related planning documents for municipal councils and administration
- Provide planning advice to local councils, administrations, committees and the public on various developments and planning applications
- Facilitate public participation in the planning process and liaise with the public, attending various council and statutory public meetings/open houses, advising councils on planning matters at such meetings and making recommendations
- Review and analyze proposals for conformity and compliance with various planning documents and adherence to proper planning principles, carrying out site inspections, balancing provincial mandates (e.g.: Provincial Policy Statement) with local concerns, and performing all functions within the technical framework of the Ontario Planning Act
- Prepare and negotiate agreements (subdivision, condominium, severance, site plan, etc.)
- Deal with inquiries from developers and the public on all planning-related matters
- Mediating local minor land use conflicts
- Act as an expert witness before various courts and tribunals, as required.

Human Resources Management:

- General oversight of planning section staff in performance of their duties, answer questions, check quality of work and report to the Manager on personnel problems
- Assist staff in managing land use conflicts

Act for the Manager - Planning & Development in his/her absence:

- Provide planning advisory services
- Ensure adherence to legislation such as Employment Standards Act, Occupational Health and Safety Act, Human Rights Code, union collective agreements and County policies

Budget/Finance:

- Prepare and present draft budgets for major projects, including scheduling and cost controls

Communication:

- Prepare and present reports to Council and committees, advising of County/county-wide planning initiatives
- Liaise with applicants, municipalities, external agencies and ministries on planning issues

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

## Supervision Requirements

Direct Supervision: None

Indirect Supervision: Planners, Planning Technician, Summer and Casual Staff

Functional Authority: None

## Qualifications

Minimum Formal Education:

- A university degree from an accredited post-secondary school institution, in planning, environmental studies or a related discipline, or a combination of education and experience in a relevant discipline, related to areas of service provision. Full membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute.

Experience:

- Approximately 10 years of experience in practical planning in a municipal setting, consulting firm or provincial ministry.

A valid Ontario driver's license and use of a personal vehicle are required.

## How to Apply

Applications are accepted online until 11:59pm on Sunday, April 18, 2021. Please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and select job posting J0321-0159 Senior Planner to apply.