

**County of Lambton
Position Description**

Position Title: Senior Planner

Division: Infrastructure & Development Services

Group: Non Union

Immediate Supervisor: Manager - Planning & Development

Position Summary

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.

Job Duties and 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

Credentials Required

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.

Please visit our website at www.lambtononline.ca/jobs and search for posting J0623-0653 to apply. This posting is **not related to the oil/gas/petrochemical industry but rather, for Urban/Rural and Community Planning.