



The Long Point Region Conservation Authority is currently recruiting for:

RESOURCE PLANNER

Posting Date: Sept 19, 2024

Closing Date: 11:59 p.m. Oct 6, 2024

Job Status: Full-Time

Department: Watershed Services

Rate of Pay: \$35.40 - \$43.46/hr

Hours of Work: 35 Hours/Week

Posting No.: 080-24

Position Summary:

Reporting to the Manager of Watershed Services the Resource Planner is responsible for the administration of LPRCA regulations as well as technical review and response related to municipal planning documents and applications.

The ideal candidate is hard-working, highly organized and knowledgeable about water/environmental management principles and technologies. Strong networking, communications, and leadership skills are also required. The Resource Planner must be resourceful, pay close attention to detail, and possess an exceptional ability to work well independently and with a team.

Qualifications:

- Graduation from an accredited University/College with a degree specializing in Environmental Studies, Planning, Natural Resource Management or related discipline.
- Candidate (Provisional) or Full Membership in Ontario Professional Planners Institute and/or Canadian Institute of Planners is preferred.
- Minimum 2 years of related work experience (Conservation Authority or Municipal environment preferred).
- Demonstrated knowledge of the Conservation Authorities Act, Planning Act, Provincial Policy Statement, Drainage Act, and other relevant policies and regulations.
- Demonstrated ability to organize information and prepare written technical reports and summaries in a timely and effective manner.
- Experience reviewing and interpreting technical plans and engineering drawings (i.e. site plans, grading and drainage plans, construction drawings, etc.)
- Proven ability to work as a member of a team and in situations without direct supervision.
- Excellent communications (both written and verbal), administrative, organizational and interpersonal skills.
- Demonstrated ability to express oneself clearly and accurately, both verbally and in writing.
- Ability to relate to and maintain good working relationships with landowners and other members of the general public.
- Proficiency in all applications of the Microsoft Office suite of programs including Word, Excel, PowerPoint and Outlook.
- Strong computer and analytical skills including experience with GIS applications including ARC GIS and QGIS.
- A valid Driver's License (class 'G') and ability to travel to various locations within the Long Point Region watershed.

Responsibilities:

- Makes recommendations in conformity or consistency with provincial, regional, municipal and LPRCA policy through the review of submissions made under the Planning Act, and the Conservation Authorities Act.
- Review and evaluate, coordinate and respond to applications and information submitted in support of applications submitted under Ontario Regulation 41/24.
- Reviews and provides comments to municipalities in preapplication consultation meetings and within established circulation timelines on Planning Act applications.
- Coordinates application review, liaises both internally with other departments and externally with development proponents, partner agencies to discuss issues and potential resolutions.
- Arranges and conducts site inspections.
- Processes permit applications, approves delegated permits, and issues permit documents.
- Responds to inquires regarding planning and regulatory applications to a broad range of clients including partner municipalities, developers, contractors, engineers, lawyers, real estate agents, and the general public.

Location/Working Conditions:

- Tillsonburg with some travel.
- 35-hour work week (Monday – Friday 8:30 a.m. – 4:30 p.m.).
- Extra hours may be required to meet deadlines or attend meetings and/or special events.

Benefits

- Participation in OMERS defined-benefit pension plan.
- Comprehensive benefits package.
- Free access to Conservation Ontario parks.

Application Deadline: 11:59 p.m. on Sunday, October 6, 2024

To apply: Please send your cover letter and resume in a single PDF or MS Word document by email to hr@lprca.on.ca (Subject: 080– 24 Resource Planner).

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.