

# JOB PROFILE

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*Planning Services– Planning & Building, Engineering and Environment*

## **Planner I/ Development & Urban Design**

The successful candidate will assist in a wide range of development functions with a focus on Committee of Adjustment review, Site Plan Approval and quality customer service. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

**HOURS OF WORK:** 35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Occasional evening work would be required to attend meetings.

### **DUTIES:**

- Responsible for a full range of planning activities related to land use and development with a focus on plan review/ approvals (Committee of Adjustment, Site Plan approval, Demolition Control) and urban design (site plan).
- Assist with the functioning of the Site Plan Review Committee (SPRC) by reviewing applications against established urban design policies.
- Act as the primary Counter Planner for preliminary applications and inquiries.
- Coordinate all general inquiries and questions related to the planning function (e.g. plan review procedures) to ensure customer satisfaction. Effectively provide one stop shopping for planning related questions.
- Assist the Manager of Development Planning and the Senior Development Planners with research related to development applications and best practice reviews.
- Act as expert witness at Ontario Municipal Board and other tribunals, as required.
- Facilitate public consultation.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- Considerable experience related to the duties listed above, normally acquired through a degree in Urban and Regional Planning or closely related field and 2 – 3 years planning or urban design experience, preferably in a municipal development planning environment. Candidates with an equivalent combination of education and experience may be considered.
- Membership or eligibility for membership in the Ontario Professional Planner's Institute (OPPI) and the Canadian Institute of Planning (CIP)
- Demonstrated knowledge and skills in the application and interpretation of the *Planning Act*, Provincial Policy Statement (PPS), Provincial Growth Plan and other relevant legislations, policies and guidelines
- Experience in computer aided drafting and modeling (i.e. AutoCAD, SketchUp), is an asset
- Good working knowledge of computer based planning applications and MS Office
- Proven ability with quickly communicating graphic ideas and hand-sketching.
- Demonstrated leadership and negotiation skills, able to set priorities, solve problems, and meet deadlines.
- Experience at the Ontario Municipal Board or other tribunals, an asset
- Strong interpersonal skills with excellent written and verbal communication and presentation skills
- Must possess a valid Class "G" driver's licence with a good driving record.
- Ability to provide a solution oriented, customer service approach using good judgement, creativity and

strategic thinking

- Knowledge of the Occupational Health & Safety Act

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOB” PAGE FORCURRENT  
OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***