

JOB DESCRIPTION

POSITION:	ZONING COORDINATOR		
DEPARTMENT:	Planning & Building Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543014
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.13

DUTIES:

Reporting to the Manager, Planning Policy/Deputy City Planner, this position reviews development applications for compliance and provides information to the general public and administration regarding zoning, site plan control, demolition control, and other by-laws interpreted by the Development Planning area of the Planning Department. Provides oral and written zoning information and interpretation of by-laws in response to inquiries regarding business licences, rezoning applications, site plan control and public complaints; provides oral zoning information at the counter to the public, developers, contractors, etc., by referring to zoning by-law, site plan control agreements, rezoning agreements, and other by-laws enforced by the Corporation. Provides specific information to lawyers (via email, letter and phone). Records and maps by-law amendments when received. Reviews preliminary development proposals (drawings) to ensure zoning and other by-law compliance. Represents the Planning Department at Committee of Adjustment and various other committees and meetings as required. Provides Rezoning, Site Plan Control, Committee of Adjustment Zoning pre-consultation services to lawyers, architects, engineers, developers, real estate agents, homeowners and general public as to facilitate development applications and inquiries. Reviews fence, sign and zoning by-laws for the Variance Applications to the Committee of Adjustment. Authors and signs letters of zoning compliance. May be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Civil Engineering Technology, Planning, or Architectural Technology Diploma from a Community College or University Degree or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience with zoning by-laws;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have the ability to read and interpret construction drawings, plans, surveys, legal descriptions and agreements related to property;
- Must have extensive experience in zoning interpretation and the construction field, preferably within a municipal setting;
- Must have knowledge of the Zoning By-Law, Fencing By-Law, Sign By-Law, Business Licensing By-Law and other by-laws utilized by the Development division;
- Must have knowledge of the Ontario Planning Act, Building Code Act, and the development review processes;
- Must have proficiency in Windows based software including Word, Excel, Microsoft Outlook and in CAD software, Land based information systems and graphic software packages;
- Must have excellent communication, presentation, organizational and interpersonal skills;
- Must have ability to solve problems and meet deadlines under pressure;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.