

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>DEVELOPMENT PLANNING TECHNICIAN</b>		
<b>DEPARTMENT:</b>	Planning & Building Services		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543418
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.11

**DUTIES:**

Reporting to the Manager, Urban Design/Deputy City Planner, this position will carry out CAD (computer aided drafting) tasks with Planning Department such as updating zoning maps, site plan, part lot control, and plan of condominium and subdivision drawings; process applications for address/street assignments, rezoning, Official Plan, Street and Alley, Committee of Adjustment; responsible for the creation and/or change of addresses and street names in the Amanda system (City of Windsor's corporate property database of record). To produce illustrations such as maps, tables, charts, photographs, using AutoCAD or AutoCAD Map or other drafting/graphic/photographic software to support and enhance reports and staff presentations for City Council, Committees and special public meetings; develop digital and print communications; manage digital and paper drawing files; provide technical GIS support and training in all aspects of GIS software and its associated capabilities; provide input into street naming and addressing procedures and plans. Assist with public enquiries related to street naming and numbering. Provide backup for Planning Technician. Assist in updating property and zoning information. 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 an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary school education from a Community College in Urban & Regional Planning, GIS & Urban Planning, Geomatics/GIS Systems, Architecture or Ontario Ministry of Education equivalency;
- Must have over one (1) year of AutoCAD drafting experience (specializing in development applications or in a similar municipal setting);
- Must be proficient in the use of AutoCAD, AutoCAD Map, ArcMAP (ArcGIS) and the Microsoft Office Suite of Products (Word, Excel, Access and PowerPoint);
- Must have well-developed communication and customer service skills and demonstrated ability to deal effectively and courteously with internal and external clients;
- Must have the ability to work within accelerated time frames;
- Should have proven organizational and time management skills;
- Should be self motivated, work with minimal supervision, be prepared to be trained in the use of new software and have proven verbal and written communication skills;
- Knowledge of the Planning Act and development processes will be considered an asset;
- Successfully completed training in the Microsoft Office Suite of Products (Word, Excel, Access and PowerPoint) will be considered an asset;
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) or the Ontario Professional Planners Institute (OPPI) is considered an asset;
- 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.**