



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: PLANNING TECHNICIAN**

**JOB SUMMARY:**

The Land Settlement Agency is responsible for ensuring that appropriate land use planning strategies are implemented for the assigned lands and communities falling under its purview. The Planning Technician is responsible for performing site planning activities for the upgrade and physical development of project sites, and land settlement areas.

**REPORTS TO:**

- Reports directly to the Senior Land Use Planner.
- Works closely with the Land Use Planner.

**SUPERVISION GIVEN TO:**

N/A

**DUTIES AND RESPONSIBILITIES:**

- Develops and implements land information data collection assignments
- Develops and implements planning and land-use research exercises
- Undertakes field inspections/investigations, planning related data and survey of sites.
- Prepares site planning appraisal reports concerning the physical environment, including land use, and the potential or constraints to development.
- Consults with planning authorities and other government agencies.
- Participates in the formulation, design and preparation of land-use, and layout plans, as a member of the planning team.
- Assists in the preparation and compilation of documents, plans for submission to the planning approval authorities and other governmental agencies.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of Town & Country application process for Outline and Final Approvals
- Knowledge of Town and Country Planning Act
- Knowledge of the Town and Country development standards
- Knowledge of Engineering Design, especially Drainage

**SKILLS AND ABILITIES:**

- Ability to work in a CAD environment
- Ability to read contours and topographic data
- Report writing skills
- Ability to prepare Sub-division plans
- Some GIS skills would be useful
- Good communication and writing skills

**MINIMUM EXPERIENCE AND TRAINING:**

- National Technician Certificate in Land Use Planning or a related field or any equivalent qualification.
- A minimum of three (3) years' experience in Land Use Planning or a related field.

Additional requirements

- Computer proficiency and literacy in Auto Cad / Civil 3D. MS Office Suites will be considered an asset.