

County of Lambton Position Description

Position Title: Junior Planner

Division: Infrastructure and Development Services

Group: CUPE 2926

Immediate Supervisor: Assigned Senior Planner

Position Summary

Assist in providing professional planning services and advice to municipalities and the public to guide them through the required processes under the Planning Act. Assist with developing policies and implementation tools for guiding community growth. Assist in providing comments to municipalities on the merits of applications submitted under the Planning Act and defend County and Provincial interests as well as the public good, under the supervision of the assigned Senior Planner.

Job Duties and Responsibilities

Planning Applications

- Assist in providing advice to municipalities/County Committees on planning applications.
- Review applications for completeness.
- Visit and assess the site and produce a planning report and recommendation.
- Consult with experts when necessary.
- Suggest modification to applications; prepare zoning By-Laws and Official Plan amendments to be passed or adopted by Council.
- Attend associated public meetings.

Inquiries

- Answer inquiries from the public and municipalities.
- Provide planning information necessary under the Aggregate Resources Act, Brownfield Legislation or for environmental assessments.
- Provide zoning interpretation to Building Inspectors.
- Take complaints or act as a mediator on questions of compliance with zoning regulations or on planning development matters that involve the public, developers, government agencies and special interest groups.

Public Meetings

- Take active part in public meetings such as those required under the Planning Act as part of a planning application or other public consultation meetings or open houses.
- Make presentations and/or answer questions from the public or Council members.

Research and Development

- Keep up to date on new legislation requirements that effect the planning approval process such as in the areas of Brownfield's and Nutrient Management.
- Continually search out new ideas for community development strategies.
- May be required to compile statistics on such things as demographics or property use due to a particular application or inquiry or may be part of the ongoing need to reassess community goals and strategies. This may involve field research.

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: None

Indirect Supervision: None

Functional Authority: None

Credentials Required

Minimum Formal Education

- University Degree from an accredited post-secondary school institution, in Planning, Environmental Studies, or a related discipline, or a combination of education and experience in a relevant discipline that is related to areas of service provision.

Experience

- 0-2 years of work experience required.
- Ability to obtain Ontario/Canadian and Registered Planning Professional designations.
- Ability to communicate effectively.
- Good organizational, report writing, interpersonal, and mediation skills.

A valid Ontario driver's license and use of a personal vehicle are required.

Visit our job board at www.lambtononline.ca/jobs and search for posting JUNI005478 to apply. Posting closes at 11:59 pm, Sunday, March 16, 2025.