

Intermediate Planner – FULL-TIME

Grey Sauble Conservation Authority is seeking to fill the position of Intermediate Planner.

Who are we?

Grey Sauble Conservation Authority (GSCA) is one of Ontario's 36 conservation authorities dedicated to protecting, restoring and enhancing our local natural environment. GSCA is a community-based environmental agency which owns and manages 11,734 hectares (28,995 acres) of some of the most scenic and environmentally sensitive lands in Ontario. For over 60 years, GSCA has been offering local renewable natural resource programs and services to its watershed municipalities and landowners. We care for the five major watersheds and several lake fringe watersheds within Grey and Bruce Counties. We are inspired to make a difference and we work to inspire a strong appreciation for nature within our communities.

Who are you?

You are dedicated and enthusiastic about environmental management, ecological integrity, sustainable development and supporting a positive client experience with planning and regulation professionals within the Grey Sauble watersheds. You have a strong understanding of the provincial planning act processes and the regulatory requirements under Section 28 of the Conservation Authorities Act. You are able utilize GIS software, 3D software, databases, and other mapping software with appropriate training and incorporate these skills for sound decision-making skills. You possess an outgoing personality that allows you to work effectively with our municipal partners, stakeholders, members of the public, development industry and GSCA team members. You want a career that allows you to make a difference in your community.

Why work for us?

GSCA's Administrative Office is situated on over 200 hectares of natural wilderness, complete with over seven kilometres of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay; excellent employee benefits program; and enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. Joining GSCA means that you will be part of a small, friendly, and closely-knit team. You will have direct access to the support and extensive knowledge of these individuals who share common goals and a passion for nature.

Summary of Functions

Reporting directly to the Environmental Planning Coordinator, this position is involved in the review of planning act applications, Niagara Escarpment Development permit applications and permit applications under Ontario Regulation 151/06. The position involves working with GIS mapping platforms including 3D mapping software, conducting site inspections, drafting letters and permits and maintaining databases. It also involves continual contact and providing information to landowners, municipalities, real estate agents and other professionals. Currently, staff are working remotely and the GSCA is committed to providing appropriate workstations and equipment under these conditions.

ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary institution in resource management, life sciences, geography, environmental science, or a similar discipline.
- Valid Class 'G' Ontario driver's license (condition of employment)
- Minimum of two (2) years' experience in a planning or regulatory environment.

- understanding of watershed management principles
- understanding of natural hazards and natural heritage policy and implementation guidelines
- knowledge of the role and mandate of Conservation Authorities and section 28 policies and procedures.
- ability to read, understand and interpret aerial photos, maps, and development plans
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- Good verbal and written communication skills and interpreting policies for understanding of stakeholders.
- Familiarity with relevant legislation, including the Conservation Authorities Act, Niagara Escarpment Planning and Development Act, Occupational Health and Safety Act and related regulations and codes.
- General expertise to recognize and understand local wildlife, plants and habitats is a definite asset.
- It is considered an asset to have:
 - Conservation Authority Provincial Offences Officer law enforcement training, designation and experience. Level 1 and 2.
 - Ontario Wetland Evaluation System accreditation.
 - Ecological Land Classification System accreditation.
 - CISEC Canada- Certification

SUMMARY OF MAJOR TASKS

- Review of planning act applications and the interpretation of Provincial Policy Statement policies related to Natural Hazards, and Natural Heritage features (under municipal agreements) and provide comments to our member municipalities and other stakeholders in the GSCA watersheds.
- Conduct technical review of permit applications, prepare permits and respond to/ investigate violations under the Authority's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation.
- respond to requests for information concerning the status of hazard designations and regulated areas on individual properties
- Work with our planning and regulations team in assessing and mapping natural hazards for Official Plan and Zoning By-law updates for our member municipalities.
- Provide information and advice to members of the public and authorized agents on matters related to CA core mandates under the Planning Act and the Conservation Authorities Act regulations.
- Maintaining and updating databases and file tracking mechanisms.
- Other duties and projects as appropriate to the position are listed in the full position description.

ADDITIONAL INFORMATION

This position works 35 hours, Monday to Friday with the occasional evening and weekend work required. A full listing of the position requirements and responsibilities is available on Grey Sauble Conservation Authority's website.

Starting salary: \$54,180 plus benefits

Forward resume by February 19, 2021 to:

Grey Sauble Conservation Authority
237897 Inglis Falls Road
Owen Sound, ON N4K 5N6
Email: jobs@greysauble.on.ca

Both a resume and cover letter are required. Please quote "Intermediate Planner" Technician" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.

Anticipated Start Date: March 8, 2021

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.

Position Title: Intermediate Planner

Purpose of Position:

To undertake plan review functions for municipal land use planning and to process permit applications under the Authority's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation.

Reporting Relationship:

Reports to the Environmental Planning Coordinator Job

Requirements:

- a) Education
 - post secondary education in a resource management field such as environmental planning, geography, forestry, biological sciences or water resources

- b) Technical Knowledge
 - understanding of watershed management principles
 - understanding of natural hazards and natural heritage policy and implementation guidelines
 - knowledge of the role and mandate of Conservation Authorities
 - ability to read, understand and interpret aerial photos, maps, and development plans
 - working knowledge of Microsoft Office and GIS
 - minimum of 2 years related experience

- c) Skills
 - excellent verbal and written communication abilities
 - tact and good judgement
 - strong organizational and decision making ability
 - able to work in a team environment
 - versatility and flexibility in dealing with changing priorities
 - valid Ontario class "G" Drivers Licence

Responsibilities

- a) Plan Review (40%)
 - review and provide comment to municipalities and approval agencies on development proposals such as severances, subdivisions, official plans and amendments, zoning by-laws and amendments, minor variances, etc.

- b) Section 28 Regulation (30%)
 - conduct technical review of applications, prepare permits and investigate violations under the Authority's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation.

- c) Plan Input (10%)
 - assist in preparation of hazard mapping and policies for inclusion in municipal planning documents and with input on natural heritage issues where agreements exist with municipalities for such services.

- d) Hazard and Regulation Inquiries (10%)
 - respond to requests for information concerning the status of hazard designations and regulated areas on individual properties
- e) File Management (5%)
Responsible for maintaining planning files and permit applications up to date in terms of digital filing and organization of paper filing.
- f) Other Duties as Assigned (5%)

Working Conditions:

Works in Administration Centre with frequent site inspections in the field. Some weekend/evening work required.

Contacts:

Frequent contact with property owners, consultants, staff of the Authority and other resource agencies.

Revised June/2014