

Long Point Region Conservation Authority
Is accepting applications for a

Resource Planning Technician

Full-Time 6-month Contract Position (35 hrs/week)

The Long Point Region Conservation Authority is seeking a self-motivated individual for the position of Resource Planning Technician. Reporting to the Manager of Watershed Services, the Resource Planning Technician is responsible for administration of LPRCA regulations as well as technical review and response related to municipal planning documents and applications.

The ideal candidate is hard-working, highly organized and knowledgeable about water/environmental management principles and technologies. Strong networking, communications, and leadership skills are also required. The Resource Planning Technician must be resourceful, pay close attention to detail, and possess an exceptional ability to work well independently and with a team.

Location: Long Point Region Conservation Authority Administration Office,
4 Elm Street, Tillsonburg, ON

Qualifications and Technical Requirements

- Graduation from an accredited University/College with a degree specializing in Environmental Planning, Urban Planning, Natural Resource Management or related discipline
- Minimum 2 years of related work experience
- Thorough knowledge of applicable legislation, policies and processes pertaining to this field.
- Demonstrated ability to organize information and prepare written technical reports and summaries in a timely and effective manner
- Proven ability to work as a member of a team and in situations without direct supervision
- Excellent communications (both written and verbal), administrative, organizational and interpersonal skills
- Demonstrated ability to express oneself clearly and accurately, both verbally and in writing.
- Ability to relate to and maintain good working relationships with landowners and other members of the general public
- Proficiency in all applications of the Microsoft Office suite of programs including Word, Excel, PowerPoint and Outlook
- Strong computer and analytical skills including experience with GIS applications
- A valid Driver's License (class 'G') and ability to travel to various locations within the Long Point Region watersheds

Principal Responsibilities

- Provide technical review and response for permit applications under the Conservation Authorities Act, municipal planning documents and development applications, related legal and general inquiries and works under the Drainage Act.
- Respond to inquiries regarding planning and regulatory applications to a broad range of clients including partner municipalities, developers, contractors, engineers, lawyers, real estate agents and the general public, in person, in writing, and/or over the telephone.
- Attend meetings and hearings to provide input related to the Authority's mandate.
- Assist in the development and administration of policies and programs.
- Maintain and manage department databases.
- Prepare maps, charts, tables, presentations, correspondence and reports including reports to the Board.
- Travel for meetings, site inspections, surveys and other duties as required

Term of Employment

Starting date: March 5, 2018

Ending date: August 31, 2018, with possibility for extension or renewal

Qualified candidates are invited to submit a resume along with a covering letter demonstrating how you meet the position requirements. Resumes and cover letters should be emailed or delivered by **1:00 pm Monday, February 5, 2017** and be clearly marked confidential to:

Dana McLachlan
Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, ON N4G 0C4
Email: hr@lprca.on.ca (Subject line should read: Resource Planning Technician)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.