



Town of Whitby Employment Opportunity

Planning Technician II

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to the Manager of Planning Administration, the Planning Technician II will provide technical support to the Planning Department, including:

- preparing digital mapping services;
- property database maintenance;
- develop and maintain various digital geographic datasets and related attribute data;
- providing graphic and technical services;
- assisting with special projects;
- responding to counter, email and telephone inquiries; and,
- other duties as may be assigned.

As the successful applicant, you must possess:

- a two (2) year post-secondary diploma in Planning Technician, GIS, Geography, or a related discipline;
- a minimum of one (1) year of directly related work experience;
- eligibility to become a full member with the Canadian Association of Certified Planning Technicians (C.A.C.P.T.);
- a proficiency in AutoCAD, ArcGIS, Microsoft Office Suite (Outlook, Word, Excel), and databases;
- a working knowledge of the Planning Act and the regulations;
- strong administrative skills with the ability to effectively organize and prioritize projects and work;
- strong reasoning, research, analytical, and problem solving skills;
- well-developed interpersonal and public relations skills in order to establish and maintain effective working relationships with staff and the general public;
- the ability to communicate both verbally and in written form, in a clear, concise, effective and courteous manner;
- the ability to work both independently and as part of a team;
- the ability to work well under pressure to meet deadlines; and,
- a valid Class "G" Driver's Licence maintained in good standing with access to a vehicle.

Salary: \$45,081 - \$56,347 per annum

Hours: Monday to Friday – 8:30 a.m. to 4:30 p.m.

Application Deadline: Wednesday, June 28, 2017

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 17-F021-128

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and

equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.
The Town of Whitby is an equal opportunity employer.