

Position: Intermediate Planner

Term: Full-time

Location: Aurora

Deadline: September 30, 2019

Macaulay Shiomi Howson Ltd. (MSH), is seeking a talented and motivated Intermediate Land Use Planner for its Aurora office. An established, well respected planning consulting firm, MSH serves a broad range of private and public sector clients throughout South Central Ontario from its offices in Toronto and Aurora.

Qualifications

- A Degree in Urban Planning or related field
- Membership (or eligibility) in CIP/OPPI
- 3 - 5 years land use planning experience in Ontario
- Knowledge of relevant provincial legislation and policies (e.g., Planning Act, Provincial Policy Statement, Growth Plan) required, and knowledge of regional and area municipal policies and regulations related to planning processes an asset.
- Excellent written and verbal communication skills with emphasis on strong report writing
- Strong research and data collection skills
- A strong work ethic with an ability to work independently
- Strong computer skills with Microsoft Office Suite
- Knowledge of GIS, AutoCAD, SketchUp, or similar considered an asset;
- Valid driver's license in good standing & access to a vehicle with valid registration and insurance

Duties & Responsibilities

The successful candidate is self-motivated and can work well both independently and as part of a team. Duties and responsibilities include but are not limited to:

- Providing general Planning support to senior Staff in both the Aurora and Toronto offices;
- Completing due diligence investigations regarding potential land use development undertakings;
- Preparation and coordination of: Planning reports and various planning applications (OPA, ZBA, Subdivision, Site Plan, etc.) in support of development proposals for private sector clients, including providing support to other project teams and assist in managing applications from proposal stage to final approval;
- Preparation of background reports and other supporting activities for municipal and other public sector policy projects such as secondary plans, community improvement plans, etc.;
- Participating in the preparation of proposals and other related business development activities;
- Liaising with clients, municipalities and other agencies regarding projects;
- Providing input on the design of site plans, subdivisions and related undertakings;
- Assisting with the preparation for LPAT and TLAB hearings;
- Providing assistance on development projects to other disciplines (civil engineering, environmental, etc.)
- Ability to respond to multiple priorities and deadlines;
- Ability to work beyond regular business hours may be required on occasion.

The successful candidate will work primarily out of the Aurora office; however, attendance at the Toronto office may be required on occasion. Advancement opportunities are available to motivated individuals.

Salary will be commensurate with qualifications and experience.

Candidates who meet the above qualifications are invited to submit their resume and cover letter to: mshmail@mshplan.ca. We thank all applicants for their interest but only those receiving an interview will be contacted. We are an equal opportunity employer committed to an inclusive and accessible recruitment process. If you are contacted about an employment opportunity, please advise if you require accommodation.