

Employer: Macaulay Shiomi Howson Ltd.

Location: Toronto

Deadline: February 28, 2025

LAND USE PLANNER/PLANNING TECHNICIAN

Macaulay Shiomi Howson Ltd. (MSH), is seeking a talented and motivated Land Use Planner/Planning Technician. 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, Planning Technology or a closely related field such as, land information technology, cartography, or geographic information systems;
- Membership, or eligibility for membership, in OPPI;
- Minimum six months of land use planning experience which may include experience gained through co-op or summer placements;
- Excellent written and verbal communication skills with emphasis on strong report writing ability;
- Strong computer skills with Microsoft Office Suite, as well as knowledge of AutoCAD and GIS;
- Knowledge of Sketchup or similar programs considered an asset;
- Strong research and data collection skills;
- Knowledge of relevant Ontario provincial legislation and policies (e.g., Planning Act, Provincial Planning Statement), as well as an understanding of the development approval process in Ontario is required;
- Knowledge of municipal policies and regulations related to the planning process is an asset;
- An ability to work independently with a strong work ethic;
- Valid "G" driver's license in good standing; and,
- Access to a vehicle with valid registration and insurance is an asset.

Duties & Responsibilities

The successful candidate works 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 Toronto and Aurora offices including mapping and graphics;
- 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 assistance in managing applications from proposal stage to final approval;
- Providing input on the design of site plans, subdivisions and related undertakings, including calculation of land budgets;
- Preparation of background reports and other supporting activities for municipal and other public sector projects such as secondary plans, and community improvement plans, as well as review of planning applications and preparation of related recommendation reports;
- Liaising with clients, municipalities and other agencies regarding projects;
- Assisting with the preparation for Ontario Land Tribunal hearings;
- Providing assistance on development projects for other disciplines (civil engineering, environmental, etc.);
- Participating in the preparation of proposals and other related business development activities;
- Ability to respond to multiple priorities and deadlines; and,
- Ability to work beyond regular business hours may be required on occasion.

The successful candidate would work primarily out of the Toronto office; however, attendance at the Aurora 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.