

Job Description

Planning Technician (full time – permanent)

Macaulay Shiomi Howson Ltd. is seeking a highly motivated individual to work out of our Aurora office on a wide variety of land use planning projects of varying scale and complexity. The successful candidate will report directly to senior staff. The position involves the creation of computer assisted drafting, mapping, graphics, site plans, plans of subdivision, and displays; review of municipal standards to ensure project compliance; planning research and information retrieval; development applications; assisting with report preparation; occasional site visits and other duties as needed.

Minimum Qualifications:

- Post-secondary education in Urban Planning, Planning Technology or a closely related field such as, land information technology, cartography, or geographic information systems.
- Minimum 2 years' experience working in public or private planning/architecture/ development environment in a Planning Technician, Planning Technologist, CAD Technician or similar role.
- Excellent working knowledge of planning and planning related legislation including the Planning Act, PPS, A Place to Grow Plan, Greenbelt Plan, Upper and Lower Tier Official Plans and Zoning Bylaws, etc.
- Working knowledge and understanding of municipal planning/development processes.
- Strong proficiency in GIS, ArcGIS, AutoCAD, Microsoft Office software applications
- Proficiency in graphic software packages such as Corel Suite, Adobe Suite and SketchUp.
- Ability to work independently with minimal direct supervision.
- Demonstrate initiative, motivation and good judgment.
- Ability to communicate effectively both verbally and in writing.
- Comfortable working in a fast-paced environment with the ability to work on several projects at one time and adjust priorities appropriately.
- Excellent organizational skills and demonstrate a high standard of thoroughness, accuracy and attention to detail in all aspects of the job.
- Ability to work overtime periodically is required.
- A valid class "G" driver's license is required.
- Membership in CACPT is preferred
- LEED® certification and/or urban design skills would be an asset

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. MSH is 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.

Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.