



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 91
Position:	Planner 1
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30am to 4:30pm 4-day compressed work week option available 35 hours per week
Location:	Wayne Thomson Building (4343 Morrison St, Niagara Falls)
2025 Salary/Wage Range:	\$41.87 to \$43.31 per hour Plus a comprehensive benefits package and defined benefit retirement pension
Date Posted:	December 11, 2024
Closing Date:	December 27, 2024 at 4:00pm

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00pm on December 27, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This position is under Joint Job Evaluation Committee (JJEC) Review

This description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:	Planner 1
POSITION SUMMARY:	Formulates comprehensive planning policies, guidelines, by-law provisions and reports on planning matters in accordance with sound planning practices.
DIVISION / DEPARTMENT:	Planning, Building and Development / Planning
RESPONSIBLE TO:	Senior Manager of Current Planning or Senior Manager of Policy Planning
EQUIPMENT & TOOLS USED:	General office equipment, computer and related software and digital camera.
WORK CONDITIONS:	Standard office environment (some site visits required).

RESPONSIBLE FOR:

1. Processes development applications, including but not limited to, zoning by-law amendment, condominium and condominium exemption, consent, part lot control exemption, site plans and sidewalk café applications. Exercises professional planning judgement and skills in the analysis and formulation of opinion on such applications.
2. Conducts planning studies and research projects. Exercises professional planning judgement and skills in the undertaking of planning programmes and the processing of development applications.
3. Prepares public notices, reports, policies, by-laws, agreements and guidelines.
4. Formulates Official Plan policy and zoning by-law provisions and implements general amendments.
5. Prepares professional evidence and provides expert testimony before legislative committees, tribunals, commissions on minor planning matters.
6. Prepares and makes presentations to Council, committees and at public information sessions on minor planning matters, as required.
7. Participates in and prepares checklists for pre-consultation meetings for development application.
8. Interprets municipal and provincial planning documents and procedures for staff, agencies, developers and public on minor planning matters.
9. Monitors and reports on upcoming Provincial and Regional planning policy changes or other legislative initiatives, changes and regulations and provide comments, as appropriate.

10. Investigates, records and maintains computer inventory of heritage properties and conducts architectural, historical and socio-cultural research. Manage Municipal Heritage Committee and prepare reports on various heritage related matters.
11. Reviews, analyzes and prepares comments/reports on environmental matters and various permits, including but not limited to Niagara Escarpment permit applications, telecommunication tower applications, honorary street naming applications, sign by-law amendments and variances, and other planning applications for various committees and council, as assigned.
12. Administers the City's annual sidewalk café and outdoor patio program, including application intake and agreement preparation.
13. Creates and maintains project/study websites with up-to-date information regarding background studies.
14. Responds to public inquiries on statistical, heritage and environmental matters. Draft correspondence on various planning and policy related matters, as assigned.
15. Provides support to team members on Official Plan and secondary plan initiatives.
16. Provides back up support to zoning administration and Committee of Adjustment as required.
17. Participates in the implementation of approved work programs.

POSITION REQUIREMENTS:

- Minimum is a four (4) year University degree in Planning or Geography.
- Provisional or Registered Professional Planner in Ontario and Provisional or Full Membership in the Canadian Institute of Planners (CIP) is preferred.
- At least two (2) years of planning experience.
- Sound knowledge of official plans, zoning, by-laws, site plans and provincial planning legislation is essential.
- Class "G" Driver's License.