

Job Posting

Planning and Regulations Assistant

Contract Position - Ending December 2015

January 21, 2015

The Ausable Bayfield Conservation Authority (ABCA) is accepting applications for the contract position of Planning and Regulations Assistant.

The Planning and Regulations Assistant will help the Planning and Regulations department with the administration of the ABCA's Regulation of Development, Interference with Wetlands and Alteration to Shorelines and Watercourses (O.Reg. 147/06) and with the Municipal Plan input and review program.

Duties to include:

Examine and review applications and reports by referring to provincial policies, ABCA policies, official plans, zoning by-laws, aerial photographs, regulation and floodplain mapping and any other pertinent documents.

Maintain accurate and orderly files for applications and inquiries.

Assist the public with general inquiries in a courteous and professional manner.

Document all activities in a format to allow efficient production of periodic progress reports or documentation for final reports, on any project including but not limited to minutes, public meetings and activity reports.

Perform site inspections, field surveys and attend meetings as required

Prepare technical summary reports as required.

Assist with filing and scanning of applicable documents as directed.

General data entry, summarizing and analysis of field data and working with large sets of digital data.

Qualifications:

University degree or a diploma from an accredited College in engineering, planning or natural resource management.

Knowledge of the Conservation Authorities Act and the Planning Act. Previous conservation authority experience is considered an asset.

Knowledge of and ability to use personal computers with Windows operating system, Microsoft Office (Word, Excel, etc.), Wordperfect, Internet, electronic mail software applications, and digital cameras.

Ability to work outdoors and in adverse environmental conditions.

Detailed orientated team player with good organization, interpersonal, and oral and written communication skills.

Candidates must be legally entitled to work in Canada and possess a valid Ontario Driver's Licence.

Remuneration:

\$21.15 to \$23.41 per hour depending on qualifications and experience

Hours:

35 hours per week

Please provide your résumé and cover letter (via post-mail, e-mail or fax) clearly marked Planning and Regulations Assistant by Monday, February 04, 2015 by 4 p.m. local time to:

Geoffrey Cade, Supervisor of Water and Planning
Ausable Bayfield Conservation Authority
71108 Morrison Line
RR 3 Exeter, ON N0M 1S5
519-235-2610 or 1-888-286-2610 Fax: 519-235-1963
gcade@abca.on.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Ausable Bayfield Conservation Authority is an equal-opportunity employer which is progressive in conservation stewardship. Based out of Morrison Dam Conservation Area, two kilometres east of Exeter, the ABCA delivers a wide array of environmental services for 12 watershed municipalities and the general public.