



St. Clair Region Conservation Authority Job Posting

Position Title: Environmental Planner

Job Type: Full-time, permanent

Department: Planning and Regulations

Immediate Supervisor: Manager of Planning and Natural Heritage

Competition Number: PL150

Position Summary

SCRCA is looking to hire an experienced environmental planner to work as part of an interdisciplinary team to implement SCRCA's municipal land use planning services. Reporting to the Manager of Planning and Natural Heritage, the Environmental Planner's primary duty is to review municipal planning applications under the *Planning Act* with regards to natural hazards and natural heritage, and make recommendations in accordance with relevant legislation and approved policy. This requires liaising with a variety of stakeholders, reviewing technical reports, conducting site visits, attending meetings, and maintaining the Authority's planning files. The Planner will also assist with the development of policies, procedures, fee schedules and strategies for SCRCA's planning program.

Duties and Responsibilities

- Review and process a variety of municipal planning applications, including site plans, zoning by-law amendments, official plan amendments, plans of subdivision, minor variances, and consents.
- Assess consistency of development plans with Provincial Policy Statement policies and approved Conservation Authority policies and procedures, in co-operation with interdisciplinary team of SCRCA staff who have expertise in ecology, environmental and water resource engineering, Conservation Authority regulations, etc.
- Co-ordinate and incorporate technical comments from other professional staff in preparation of comments to the municipality.
- Coordinate the Authority's inquiry and mapping services including receiving requests from municipal, and public clients for mapping and information on hazard constraints and natural heritage features.
- Develop and maintain effective partnership, particularly with municipal staff, providing technical advice and guidance on relevant policies.
- Apply technical expertise to review, interpret and analyze technical data, including engineering and architectural drawings, geotechnical reports, and mapping.

- Conduct site inspections when required to assess development proposals and provide technical guidance to landowners and stakeholders to ensure that proposals meet Conservation Authority goals and objectives.
- Respond to public inquiries through phone, email and in-person, representing the Authority in a professional manner.
- Communicate effective, accurate and consistent information with respect to SCRCA's policies, both verbally and in writing.
- Prepare and deliver reports and presentations to the public at municipal and Authority meetings.
- Assist with the development of policies, procedures, fee schedules, agreements and strategies for SCRCA's planning program, as required.
- Represent the Conservation Authority and provide comment and technical evidence at meetings, committees, hearings, tribunals, etc.
- Ensure accurate processing, recording, and coding of fee payments for planning files.
- Maintain Planning Department files using database and document management software.
- Coordinate special projects related to land use planning as required.
- Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all other corporate/departamental policies and procedures.
- Perform other duties as assigned by supervisor.

Credentials and Experience

- Relevant university degree (e.g. planning, environmental science, geography, or related discipline);
- Membership in, or eligibility for membership in, the Canadian Institute of Planners and the Ontario Professional Planners Institute is preferred;
- Minimum 1 year of relevant experience with development review and planning policy, with an understanding of municipal and provincial planning process;
- Familiarity with the role of Conservation Authorities as it pertains to land use planning;
- Working knowledge of the *Conservation Authorities Act*, the *Planning Act*, Provincial Policy Statement and other related legislation;
- General knowledge of stormwater management, principles of flooding, erosion and natural heritage features and functions;
- Air photo/aerial imagery interpretation skills;
- Excellent written and verbal communication skills, with strong attention to detail;
- Experience developing and maintaining positive working relationships with internal and external partners and stakeholders;
- Ability to successfully present complex ideas to diverse groups;
- Ability to identify and respond effectively to needs and requests that are often difficult

to determine. Responses may not be well received. Communication may require added skills of persuasion, influence, counseling or motivation to get the cooperation/coordination of others.

- Excellent interpersonal, analytical, time-management and organizational skills;
- Ability to effectively manage multiple tasks and prioritize deadlines from various sources;
- Proficiency with standard office software, including Word, Excel, PowerPoint, database and information management software;
- Proficiency with digital mapping software, including ARC GIS and QGIS.
- Valid class G Driver's License and access to a personal vehicle;

Work Environment/Conditions

- Most work takes place in an office; however, some outdoor site inspections will be required which includes some physical effort (e.g. navigating uneven terrain, working in various weather conditions).
- Frequent multitasking to meet deadlines from multiple sources.
- Occasional receipt of verbal abuse and pressure from external clients.
- Travel is normally within the St. Clair Region watershed, however additional meetings outside of the watershed may be required.
- Occasional work outside of regular office hours may be necessary to attend public meetings.

Location:

- Position is based at the St. Clair Region Conservation Authority administration office at 205 Mill Pond Cres., Strathroy, Ontario.

Additional Requirements:

- Adequate home office space and equipment.
- Must have access to a personal computer and high-speed internet and adequate bandwidth in the event that working from home is required.
- SCRCA has established a Vaccination Policy for staff in response to the COVID-19 pandemic. As a result, should you be a successful candidate for a position, you will receive a conditional offer of employment contingent on your providing us with proof of full vaccination. If you are seeking an exemption from vaccination due to the application of the Ontario Human Rights Code, you will be required to provide satisfactory evidence of the reason for such an exemption upon receipt of the conditional offer.

Wage and Benefits:

- Salary range: \$35.20/hr to \$41.44/hr
- Hours: 35 hours per week
- Benefits:
 - OMERS pension plan
 - Comprehensive benefit package

Start Date: preferred August 2022

Closing date for applications: Open until position is filled

Additional information about the SCRCA is available on the website at www.scrca.on.ca.

Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:

- 1) jobs@scrca.on.ca indicating **Competition Number PL150** and position title in the subject line of your email, or
- 2) mail to:
 - St. Clair Region Conservation Authority
 - 205 Mill Pond Crescent
 - Strathroy, ON, N7G 3P9

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

Accommodation will be provided in all parts of the hiring process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*, Integrated Accessibility Standards Regulation. Applicants need to make their needs known in advance.

The St. Clair Region Conservation Authority is an Equal Opportunity Employer