

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Planner I

Department:	City Development
Classification:	1 Full-time, Temporary (One year)
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$38.80 to \$43.11 /hourly
Work Location:	City Hall, One the Esplanade South, Pickering, ON
Date Posted:	April 11, 2025
Deadline to Apply:	April 28, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Planner I.

The successful incumbent researches; provides general planning advice and comments; researches, analyzes, prepares and presents reports to Council, Committees of Council or the Committee of Adjustment on a wide variety of municipal planning matters. The incumbent also develops planning recommendations for Departmental consideration; presents and discusses findings and recommendations with politicians, developers, internal staff and the public; and implements planning decisions.

Primary Responsibilities

- Provides technical assistance and advice to internal and external clients on a variety of planning matters, including the interpretation of official plans, as well as recommending courses of action in the processing of, and commenting on, development applications; special projects; and other matters.
- Determines preliminary zoning compliance and conformity with other applicable policies/documents for reports and development applications.
- Prepares reports to Council, Committees of Council or the Committee of Adjustment on a wide variety of municipal planning and related matters, including overall planning policy, development applications, special studies, general information, and activities of other agencies, municipalities and levels of government.
- Formulates and substantiates preferred and alternative recommendations on a wide variety of municipal planning and related matters for the consideration of the Manager, Development Review & Urban Design, the Manager, Policy & Geomatics, and/or the Manager, Zoning & Administration.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Degree in Urban Planning or a related discipline.
- Membership or eligibility for membership in the Ontario Professional Planners Institute and the Canadian Institute of Planners.
- One year of municipal planning experience preferred.

Knowledge, Skills and Abilities

- General knowledge of planning procedures, legislation, municipal functions, official plans, zoning by-laws, land description, and mapping.
- Strong customer service, interpersonal, organizational, analytical, problem solving, report writing, presentation, oral communication and technical skills, including the demonstrated ability to read and

effectively communicate technical information on matters such as property surveys, site plans and architectural drawings.

- Ability to synthesize moderately complex policy reports, development applications, planning projects, and special studies, and convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Ability to identify priorities, work independently with minimal supervision, and coordinate a number of applications in a timely manner.
- Ability to represent the Corporation at Ontario Land Tribunal hearings, meetings, and other functions.
- Ability to exercise judgment in a rational and informed manner appropriate to the situation, obtain consensus, and resolve issues.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must possess a valid Class “G” Ontario Driver’s Licence and provide consent for a Driver’s Abstract. A clean driving record is preferred.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

