



Job Posting

16 Week Contract

Job Title: Planning & Permitting Services Assistant

Reports to: Manager, Plan Review and Permitting Services

Position Overview

The primary role of the Plan & Permitting Services student is to assist the Plan Review and Permitting Services (PRPS) team with successful execution of the Authorities core mandated Natural Hazards program. This position will help ensure our customer service targets are being met by assisting with public inquiry uptake and coordination of responses for inquiries and applications.

This is a 16 week/35 hours per week contract ideal from April 28, 2025 to August 15, 2025.

The rate of pay is \$17.20 plus 4% vacation pay.

This is an in-person position. No hybrid work arrangements.

Includes a free pass for all conservation areas in Ontario.

This opportunity is a good fit for an individual still completing their post secondary education.

Candidates must hold Canadian citizenship, Canadian permanent residency status, or Canadian refugee status.

Primary Responsibilities (This is not an exhaustive list)

1. Assist with inquiry and permit application input and processing into the Information Management System
2. Assist in the scheduling and completion of special project deliverables including policy development or other reports related to the natural hazards protection program
3. Supports the Plan Review and Permitting team with research tasks, customer service, preparing draft documentation and filing

Skill

- Enrolled in a post secondary university degree or diploma in geography, biology or other area related to natural resources management or equivalent education and experience
- Understanding of environmental management principles and technologies and municipal planning policy and procedures
- Excellent time management and organizational skills
- Excellent oral and written communications skills
- Demonstrated ability to collect, analyze and interpret environmental data in accordance with provincial standards
- Strong computer literacy skills in Microsoft Office, particularly Excel, Word and PowerPoint

Effort

- Fatigue resulting from focusing and juggling multiple priorities, high degree of concentrated attention, focused thinking/analysis

Working Conditions

- Working time is spent in a combination of office and field environments
- Working time will involve independent activity and working as part of a team
- Occasionally extend or modify hours of work to attend meetings, seminars, workshops