**KAWARTHA CONSERVATION**

**Planning and Permitting Assistant**

# The Position

The successful candidate will support the Planning and Development Services department by providing customer service, records management, and technical program assistance as it relates to the planning and permitting application process. This position will provide the opportunity to gain hands on experience in a professional environment while contributing to the efficient function of a leading environmental organization.

# Our ideal candidate

Will have the freedom to make independent technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide information and recommendations to the Director, Planning and Development Services, on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues beyond the scope of your expertise.

# Key Responsibilities

*Client Service*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation

* Provide exceptional customer service to clients during application and follow up process.
* Compile, verify, record and distribute applications, permits, registrations, inquires and other forms and documents in accordance with established procedures, schedules and templates.

*Technical Expertise*

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; enhance and advance your professional career. Apply your expertise in the following responsibilities:

* Facilitate the successful deployment and digitization of records for the IMS project.
* Sort, upload and maintain documentation on the status of existing records and their status into the IMS system.
* Verify electronic scanned records to the physical records submitted for scanning to ensure accuracy. Identify physical records that can be securely destroyed.
* Maintain the IMS database.  Accurately record new requests for information, submissions for comments or permit applications.
* Prepare relevant background data, including file searches, mapping and other documents pertinent to planning and permitting applications.
* Attend site visits when required.
* Complete simple and streamlined Permitting Applications.
* Prepare files and arrange pre-consultation meetings including production of maps, preliminary notes, background material for Planning and Permitting applications.
* Attend Planning pre-consultation meetings at the City of Kawartha Lakes and Township of Scugog as requested.
* Review and provide information for the Resources Planner to respond to property inquiries and title clearance requests from lawyers, realtors and prospective purchasers as it relates to our Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses Regulation.
* Maintain files and documents associated with municipal planning applications, our Fill, Construction and Alteration to Waterways Regulation, property inquiries and title clearances.
* Produce regular reports on status of applications and response dates and other reports pertinent to the department’s needs.

*Teamwork*

Promote Kawartha Conservation both internally and externally; model exceptional behavior; align program goals to Kawartha Conservation’s vision, mission, and focus; communicate successes internally and externally. Achieve common goals through teamwork; by collaborating, listening, and sharing information and finding common solutions.

* Demonstrate teamwork by identifying opportunities to assist team members with a variety of tasks.
* Provide input on project design, development, and implementation.
* Identify opportunities for efficiency and improved processes.

*Risk Management and Administration*

Adhere to and ensure that activities are compliant with Occupation Health and Safety (OHSA) and other pertinent laws, regulations, administrative standards and required practices; to eliminate or reduce risks to overall organization. Communicate potential risk situations including determining root causes and suggesting recommended changes.

* Work in compliance with the provisions of the OHSA and its regulations, as well as, the Kawartha Conservation’s Health and Safety Policy.
* Read, understand and follow our Health and Safety Policy and Programs.
* Participate in all Health and Safety related courses and training as assigned.
* Minimize Health and Safety hazards and risks with work activities.
* Actively participate in the implementation of Health and Safety workplace initiatives and programs.

# Skills and Expertise

* University or college education specializing in Land Use Planning, Natural Resource Management, Ecosystem Management, Applied Planning – Environmental, or related fields.
* Demonstrated experience in planning and policy driven programs or natural resource management
* Experience in dealing with relevant federal, provincial and municipal legislation and policies.
* Excellent understanding of natural systems, applied at watershed and site scales.
* Experience reviewing development applications and preparing permits under the Conservation Authority Ontario Regulations or other environmental legislation would be an asset.
* Excellent project management skills.
* Proficient in Microsoft Office 365, and proficient in MS Word and Excel.
* Familiarity with SharePoint would be an asset.
* Ability and experience in report writing would be an asset
* Valid M.T.O. driver’s license
* Valid First Aid/CPR certification, an asset
* Safety training on working around water an asset
* Familiar with workplace legislation such as Employment Standards Act, WSIB, Occupational Health and Safety, AODA

# Working Conditions

* Involvement and interaction with the general public, landowners, community groups and special interest groups
* Some outdoor work is required; this may include exposure to inclement weather, etc.
* Simple survey work may be required
* May be required to traverse irregular terrain and/or work in wet areas
* May be required to work around water
* Additional hours may be required due to meetings and special events
* Travel using corporate vehicles may be required
* Significant time will be spent on the computer
* High level of concentration is required
* Mandatory adherence to safety policies and practices

# What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

* Offers potential for career growth and pursuing professional development.
* Has a workplace that values your input, development, and well-being.
* Makes a positive impact on the communities we serve within our watershed.
* Provides flexible work opportunities.
* Has an office in the midst of our beautiful Ken Reid Conservation Area where you are surrounded by nature.

# Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all of our decision making, we will:

* Act with Integrity
* Value Knowledge
* Promote Teamwork
* Achieve Performance Excellence
* Foster Innovation