



Development Services Technician/Assistant Planner

Location: Aylmer, ON (In Office, remote 1 day/week)
Job Type: Full-Time
Salary: \$35.59 - \$43.26 per hour
Application Deadline: November 13, 2025

The Township of Malahide is nestled in the heart of Elgin County, minutes away from the Cities of St. Thomas and London. Malahide is defined by its rural character, close-knit community, and good quality of life. We are committed to excellence, a team focused on flexibility, innovation, and solution oriented.

Position Overview:

The Township is seeking a motivated and organized individual to join our team as a Development Services Technician / Assistant Planner. This position provides administrative and technical support to the Development Services Planning Department, assisting with planning-related matters, mapping, and GIS data management.

The ideal candidate demonstrates strong integrity, professionalism, and a commitment to service excellence. While technical skills are an asset, success in this role depends on effective communication, follow-through, and attention to detail in supporting planning processes and responding to inquiries in a timely and courteous manner.

Key Responsibilities:

- Act as the first point of contact for public and internal inquiries related to planning and development services.
- Provide administrative support in processing planning applications, maintaining records, and coordinating with external planning consultants.
- Assist with planning research, data collection, and preparation of background materials or reports.
- Use GIS software to create and maintain maps, datasets, and spatial data to support municipal operations.
- Provide mapping and GIS support to Township departments and neighbouring municipalities as outlined in Service Agreements.
- Ensure planning-related tasks are followed up on promptly and accurately, maintaining excellent communication with applicants, consultants, and staff.

Qualifications:

- Post-secondary education in Planning, Geography, GIS, or a related field (or equivalent combination of education and experience).
- Experience or exposure to planning processes, municipal government, or GIS is considered an asset.
- Strong analytical, organizational, communication, and customer service skills.



- Demonstrated integrity, accountability, and a commitment to high-quality service.
- Excellent verbal and written communication skills.
- Ability to learn and apply technical software such as ArcGIS, Geocortex, and AutoCAD.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Knowledge of planning principles, zoning laws, and development review processes.
- Ability to interpret and apply zoning codes, ordinances, and regulations.
- Experience in local government or a related field is preferred, but not necessary.

Benefits:

- Health, Dental, Vision, Life Insurance
- OMERS Retirement Plan
- Vacation and Sick Time
- Training and career development opportunities

How to apply:

Candidates are invited to submit a complete resume and cover letter to the undersigned:

Sue Loewen, Human Resources Manager
Township of Malahide, 87 John Street South, Aylmer, Ontario N5H 2C3
Phone: 519-773-5344 Email: hr@malahide.ca

A detailed job description is available upon request.

The Township of Malahide is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process. If you require accommodation during the interview process, please contact the Human Resources Manager.

While we appreciate all applications received, only those selected for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine employment eligibility.

Posting Date: October 23, 2025