



THE TOWNSHIP OF MALAHIDE
Requires a
DEVELOPMENT SERVICES TECHNICIAN/ASSISTANT PLANNER
Contract: 12 – 18 months

The Corporation of the Township of Malahide is seeking a motivated self-starter to act as the Development Services Technician/Assistant Planner.

Reporting to the CAO and the Manager of Legislative Services you will be responsible for being the first point of contact for internal and external customers relating to matters pertaining to Planning and GIS mapping. This position is responsible for carrying out planning studies and research projects, providing administrative support to the CAO for Planning related matters, but limited to processing Planning applications, preparing reports, maintaining files and records. This Technician will use GIS to develop and maintain datasets and geodatabases, create and maintain spatial data, complete data analysis and manipulation, produce map products and assist the municipality with GIS related tasks.

The Technician manages the municipality's spatial data, including assets, and provides mapping services to various departments, emergency services and residents with integrity, transparency, and accountability.

The preferred candidate will have:

- Minimum of two year College Diploma in Geographic Information Systems, Environmental Design and Planning, Computer Sciences, Engineering Technologist, or equivalent
- Certified Planning Technician with the Canadian Association of Certified Planning Technicians
- 2 years of experience and knowledge with the planning process, developing GIS databases and maintaining GIS data with ESRI software, including devices utilizing Global Positioning System (GPS)
- Strong organization and time management skills
- Proven analytical and problem solving abilities; including experience creating analytical based reports
- Strong interpersonal written and oral communications
- Experience within a municipal environment considered an asset

The Township of Malahide offers flexible work arrangements and a salary range of \$32.88 to \$39.96 per hour commensurate with your qualifications.

Interested applicants are requested to submit a detailed resume, in confidence, to the undersigned no later than noon on May 19, 2022:

Gwen Tracey, HR Manager
Township of Malahide
87 John Street South
Aylmer, Ontario N5H 2C3
Phone: 519-773-5344 Email: gtracey@malahide.ca

A detailed job description is available upon request.

The Township will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Human Resources Coordinator. We thank all applicants, however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.