

Job Title: Plan Review & Permitting Services Assistant

Reports to: Manager, Plan Review and Permitting Services

Details: 35-hour work week - \$17.60/hour + 4% vacation pay

This is an in-person position. No hybrid work arrangements Approximately from late April/early May to August 2026 – 16 week

Artificial Intelligence will not be used in the recruitment process

Purpose

The primary role of the Plan & Permitting Services Assistant is to assist the Plan Review and Permitting Services 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 related to the *Conservation Authorities Act* and the Authority's *Prohibited Activities, Exemptions and Permits (Ontario Regulation 41/24)*.

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; and,
4. Assist where requested with other conservation authority related programs and services including field work for environmental programs.

Skill

- **Education:** Be enrolled in a relevant post secondary educational program related to planning, geography, environmental studies or environmental science
- **Knowledge:** Current water and environmental management principles and technologies and municipal planning policy and procedures would be an asset and knowledge of conservation authority programs and services including watershed management and natura hazard protection programs would be an asset
- **Professionalism:** Excellent time management and organizational skills and ability to complete projects on time
- **Communication:** Excellent oral and written communications skills
- **Experience:** Demonstrated ability to collect, analyze and interpret environmental data
- **Technology:** Strong computer literacy skills in Microsoft 365.

Effort

- Fatigue resulting from focusing and juggling multiple priorities, high degree of concentrated attention, focused thinking/analysis.
- Ability to work under pressure and handle multiple priorities, balancing administrative tasks with special project deadlines.

Working Conditions

- Working time is spent primarily at the administrative office with the occasional travel for training or field work required.
- Occasional exposure to outdoor elements, environmental hazards (e.g., wildlife, poison ivy), and physical labor.
- Occasionally extend or modify hours of work to attend meetings, seminars, workshops.
- Occasional interaction with the public, including managing public inquiries, complaints, and ensuring a positive experience.