



## **NOTTAWASAGA VALLEY CONSERVATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION:** Development Review Assistant

**POSITION PURPOSE:**

Responsible for the provision of planning and regulations assistance for Planning Services.

**Date of Last Revision:** November 2021

**Position Reports To:** Manager, Planning Services

**Position Mandate for:** Development Review Assistant

***Management/Leadership***

- Provision of technical advice and assistance to multi-department staff.
- Monitor the performance of works being done by self to ensure safety and the use of protective devices, in accordance with NVCA policy and the *Occupational Health and Safety Act*.

***Technical***

- Provide technical support with general inquiries via phone, walk-ins, e-correspondence and legal inquiries.
- Utilize GIS mapping tool to obtain information on natural hazard and natural heritage features.
- Overall management of the database as well as all watershed management services files and technical records through processing and entering applications and associated documents, providing a cursory review of applications to determine appropriate review staff and initiate workflows.
- Ensure compliance of NVCA policies and procedures relating to planning and permit applications including issuing of planning comments, legal inquiries and permit clearance letters.
- Assist in the preparation of supporting documentation for planning and permit applications as well as other proposals.
- Assist the in the fee collection process for planning and permit applications as well as other proposals.
- Implementation of data input and filing for the department.
- Assist the Manager & Director in clerical and administrative duties.

***Communications/Representation***

- Professional representation of the Conservation Authority with the general public, developers, commercial interests, legal sector, NVCA Board members & staff, and the written and electronic media, as required.
- Liaison with counterparts in other Conservation Authorities and member municipalities.
- Participation in Committees as assigned by the Manager.

## **Factors in the work environment**

Degree of interaction definitions: High = >70% of the time; Medium = >50% of the time; Fair = <50% of the time

- A HIGH degree of confidentiality and discretion is required.
- The position has a FAIR degree of impact of errors.
- The position has a HIGH amount of interaction with staff and the public.
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday; however, work outside of these hours may be required from time to time.
- Position is based in the John Hix Administration Building.

## **Education**

- Diploma or Degree in Environmental Technology, Environmental Studies, Geography, Urban Planning, Planning Technician, or related discipline

## **Experience**

- 1-2 years of directly related experience

## **Physical demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee occasionally is required to use hands for manual dexterity.
- The employee is occasionally required to stand, walk, and reach with hands and arms.
- The employee must be able to occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus for most of the day.

## **Work environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually light.
- Travel is normally not required.
- Dealing with shifting priorities is a regular occurrence.