



Summer student position - Planning and Development Technician

Applications for the position of Planning and Development Technician will be reviewed by the hiring committee, the Director of Planning and the Executive Director.

Job description

The responsibilities of the Planning and Development Technician are as follows:

- Enforcing the Planning Act, regulations and by-laws.
- Participating in the preparation of preliminary plans and community profiles.
- Participating in the development of urban, semi-urban or rural development programs.
- Conducting research, surveys and inventories on the various socio-economic, physical and environmental aspects of development.
- Conducting site inspections of construction and development projects.
- Developing and executing development sketches.
- Participating in the development of municipal plans and local or regional planning projects.
- Participating in the development and amendment of municipal by-laws and planning and development standards (in collaboration with planners, lawyers, and community stakeholders).
- Collaborating with planners and other officials on complex planning issues.
- Participating in the preparation of a report on subdivision files.
- Developing an awareness of the concepts and principles of sustainable development.
- Any other duties as assigned by the Director.

Qualifications

The desired candidate will have started his/her training in a post-secondary institution in a field related to architecture, urban planning, geography, engineering, or any other related field and will possess the following skills:

- Good knowledge of the NB Community Planning Act.
- Have a good knowledge of French and English.
- Familiarity with the Kent Region.
- Have an aptitude for science and technical drawing.
- Have the following skills:
 - o a sense of responsibility.
 - o effective communication skills.
 - o Methodical thinking.
 - o attention to detail.
 - o Flexibility.
 - o open-mindedness.
 - o willingness to learn.

The employment period will start on Monday June 7th or later depending on the availability of the selected person at a salary of \$16/hr, 35 hours per week. The employment location will be in Bouctouche and Richibucto.

If you are interested in this position, please submit your resume and a cover letter addressed to Jean Goguen, Director of Planning at info@csrkc.ca.

The deadline to submit your application is Monday, May 17, 2021 by 9:00 AM. Only those candidates selected for an interview will be contacted.