

**The Corporation of the City of Brampton
HUMAN RESOURCES DIVISION**

POSTING DATE: Oct 3, 2007

POSTING NUMBER: 0789

POSITION: JUNIOR PLANNING TECHNICIAN (1 YEAR TEMPORARY ASSIGNMENT)

JOB CODE: PPB215

DEPARTMENT: PLANNING, DESIGN & DEVELOPMENT

DIVISION: BUSINESS SERVICES

SALARY: \$42,361.000- \$46,938.

JOB GRADE: 4

HOURS OF WORK: 35-HOUR WORK WEEK

POSITION DUTIES:

Reports to the Supervisor, Technical Services; produces, updates and maintains property related information in the corporate GIS; drafts report schedules according to Planners' specifications, i.e. location maps, key maps, site plans, detailed land-use maps, by-law amendments, etc; prepares materials for public meetings relating to official Plan and Amendments including drawing index maps, preparing mailing lists; produces special study maps and maps for Secondary Plans, e.g. subdivision proposal map, data sheets, ownership maps, Zoning By-Laws, etc; prepares land-use maps; compiles related data, conducts field inspections, calculates lot areas, etc; prepares digital mappings and data for consultants, outside agencies, etc; liaises with other departments, outside agencies and public to compile data, provide information, maps, etc; answer public inquiries, online searches, sending faxes, external and internal email correspondence; draws and updates property and base maps using registered plans to add streets and property lines, prepares assessment maps; indexes and files new reference plans and registered plans; performs various special projects on occasion, e.g. prepares presentations, prepares or assists in preparing planning reports etc; orders printing and materials as needed: this assignment entails mapping and migration of various maps/schedules in the corporate GIS and provides technical and graphic support to Department staff and various planning project initiatives; furthermore this position will liaise with other staff, outside agencies and the public with respect to various planning studies work.

MINIMUM QUALIFICATIONS:

- Grade 12 plus an additional post secondary Technician program or equivalent;
- Specialization in GIS an asset;
- Member of C.A.C.P.T;
- Over 1, up to and including 2 years related experience;
- Proficiency with GIS Software; Intergraph Geomedia is preferred;
- Familiarity with Microstation or AutoCAD are assets;
- Able to work independently and as part of a team;
- Excellent public relation and communications skills.

CLOSING DATE. : Please apply quoting the file number 0789 by Oct 17, 2007. To find out more about this opportunity go to www.brampton.ca select the 'work' tab and click on employment opportunities Only online applications will be accepted. No other form of application will be considered. We thank all applicants; however, only those selected for an interview will be contacted. We are dedicated to equal opportunity.