



Planning and Regulations Student Assistant

Maitland Conservation is accepting applications for a contract position from May 4, 2020 to August 28, 2020.

Location: Maitland Conservation Administration Centre, Wroxeter, Ontario

Job Description:

The Planning and Regulations Student Assistant will be responsible to the Flood and Erosion Services Coordinator, and will undertake a variety of administrative duties pertaining to natural hazard planning and Conservation Authority development, interference and alteration applications. A key aspect of this position is providing timely customer service to watershed residents and businesses. This position is responsible for intake of inquiries related to Maitland Conservation's land use planning and regulatory responsibilities, including answering questions from the public, intake of planning and development inquiries, and preparing files for review by Regulation Officers.

Responsibilities:

To provide customer service to watershed residents and businesses and administrative support to Planning and Regulations staff in the following capacity:

- Provide landowners and the general public with information and mapping pertaining to Maitland Conservation regulated areas and natural hazard lands.
- Intake of public inquiries, predominately phone calls, emails, and in person walk-ins.
- Data entry and filing.
- Prepare real estate and solicitor inquiry reports.
- Other duties as assigned.

Qualifications:

The ideal candidate will have the following skills and qualifications:

- Pursuing a University degree or College diploma in Planning, Engineering or Resource Management.
- An aptitude for customer service
- Professional and business communication skills (both verbal and written).
- Administrative skills, including letter writing, filing, database and file information management, data management, and note taking.
- Experience working with the public.
- Experience with GIS is beneficial.

- Understanding of physical geography and natural hazard management (flooding, shoreline erosion) is valuable.

Hours: Monday to Friday, 8:30 a.m. - 4:30 p.m.

Wage Rate: \$20.00/hour

A resume and covering letter should be submitted by 4:30 p.m. on March 30, 2020 to:

Stephen Jackson, Flood and Erosion Services Coordinator

c/o Maitland Valley Conservation Authority

1093 Marietta Street, Box 127

Wroxeter, Ontario

N0G 2X0

Fax: 519-335-3516

Email: sjackson@mvca.on.ca

We thank all applicants for their interest however only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation. Applicants are asked to make their needs known in advance. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.