



## Employment Opportunity

### Planning Technician (3-year Term)

#### ABOUT THE ROLE

Under the supervision of the Development Officer, this entry-level position performs professional work and provides technical assistance and information to staff and the public regarding the administration of planning and development control programs. This position is also the primary departmental resource for mapping and spatial analysis functions and supports policy research and development for a variety of projects in the Community Development Department. This position acts as a liaison between citizens, government agencies, developers and elected officials on planning matters as may be assigned.

#### ABOUT YOU

##### Education:

- Post-secondary education in Planning, Geography, Community Design, Geographic Information Systems, or a related field is required.
- A one (1) year diploma in Geographic Information Systems is desired.

##### Experience:

- Experience with ESRI GIS software is required.
- Suitable combination of education and experience may be considered.
- Previous experience in municipal planning environment (public or private sector) is an asset.

##### Essential Knowledge, Skills, and Qualities:

- Understanding of land use, planning, and zoning terminology and legislation
- Geospatial analysis methods, techniques, and software
- Strong communication skills – the ability to write and speak in clear, accessible language.
- Thorough knowledge of Microsoft Office and ESRI GIS systems.
- Detail oriented with strong organizational skills.
- Strong customer service skills with the ability to exercise diplomacy and good judgement.

Visit [www.bridgewater.ca](http://www.bridgewater.ca) to view the full job description for this position.

#### TERMS OF EMPLOYMENT

- Term (3-years), non-union position
- Salary: \$47,121- 60,703, commensurate with experience. The Town of Bridgewater offers a competitive benefits package including Defined Contribution pension plan.
- Full-time (35 hours per week)

## **SUBMISSION DETAILS**

Interested individuals should forward a resume and cover letter in confidence to:

Ashley Chase, Human Resources Officer

[employment@mjsb.ca](mailto:employment@mjsb.ca)

**Competition# TOBPLANTECH\_2021**

**Deadline to apply: January 15, 2021**

*While we thank you for your interest, only those candidates selected for interview will be contacted.*

- Town of Bridgewater is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of Age, Race, Colour, Religion, Creed, Ethnic, national or aboriginal origin, Sex (including pregnancy and pay equity), Sexual orientation, Physical disability, Mental disability, Family status, Gender Identity, Gender Expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.
- The Town of Bridgewater is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [Ashley.chase@mjsb.ca](mailto:Ashley.chase@mjsb.ca).