



## Planning Technician

**Weston Consulting** is an established and progressive land use planning consulting firm, which has served public and private sector clients for the past 38 years throughout the Greater Golden Horseshoe, Ontario, and beyond. Our firm requires the addition of a Planning Technician to deal with a wide range of clients, challenging projects, and provide support to our planning teams.

### About the Position

As an integral member of the consulting team, you will possess a sound knowledge of planning and urban design practices and software. You will have strong analytical and organizational skills and the ability to work with planners, clients, designers, architects, and other disciplines within our sub-consultant teams. Successful candidates will provide research, design, and illustration support on a wide variety of interesting and challenging development projects.

The successful candidate will have the following skills and experience:

- Some planning, urban design, and/or architectural experience;
- Understanding of GIS software and provide technical GIS support;
- Proficient in graphics and server programs:
  - AutoCAD and/or MicroStation, Adobe InDesign, Illustrator, Photoshop, and Sketchup;
  - Microsoft Office Suite and related products;
- Ability and skills related to working with site specific analysis:
  - Preparation of land use planning schedules; aerial photos; contextual mapping and analysis;
- Research and report writing for various types of planning and design studies associated with development applications;
- Skills and experience in document design and layout would be an asset;
- Must possess strong communication and customer service skills, with a demonstrated ability to work courteously and effectively with our internal staff, as well as all external clients and related parties;
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) and/or the Ontario Professional Planners Institute (OPPI) would be an asset;
- Must have the ability to travel to off-site locations in a timely and expedient manner. If method of travel is by vehicle, a valid driver's license in good standing is required;
- Municipal government experience would be an asset.



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planning + urban design

## How to Apply

The position is available immediately. The successful candidate(s) will work primarily out of Weston's Vaughan Office (address below).

A degree or diploma from a college or university related to planning and urban design is required for this position. Salary will be commensurate with qualifications and experience. Qualified candidates should submit a covering letter with their resume and an accompanying portfolio, in confidence, via email to Justin Polce:

[jpolce@westonconsulting.com](mailto:jpolce@westonconsulting.com)

Justin Polce BA

Business Office Manager

201 Millway Avenue, Suite 19

Vaughan, Ontario, L4K 5K8

Weston Consulting an equal opportunity employer. All employment is decided on the basis of qualifications, merit and business need.