



EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING – Maternity Leave (Up to 18 – 24 Months)
PLANNING TECHNICIAN – Clerk Department

The Town of Plympton-Wyoming is comprised of lakefront, agricultural, and urban properties, offering a wide range of facilities and services to provide its residents with a comfortable community in which to live and to work.

We are a community with a population of 8,308, located within the north central portion of Lambton County in Southwestern Ontario. Fronting on the shores of Lake Huron, Plympton-Wyoming boasts accessibility to Highway 402 for convenient travel to Sarnia, London, Toronto, and the U.S.A.

Reporting to the Clerk, the **Planning Technician** is responsible for assisting the Clerk and County Planners in administering the Town's Official Plan, Zoning By-law, Building By-Law, processing property requests from lawyers, coordinating the planning approval process (i.e. applications, site visits, follow up to County and appeals), acting as Secretary-Treasurer of the Committee of Adjustment and receiving and providing advice to Council, developers and the public as requested.

Key responsibilities:

- Assist ratepayers, Council, Town staff and others with respect to researching planning guidelines and requirements that need to be adhered to.
- Acts as Secretary-Treasurer of the Committee of Adjustment, providing administrative support to the Committee, Planners and Applicants.
- Maintains positive relations with external agencies in order to further the Town's objectives and to assist residents and owners with planning related matters.
- Liaises with lawyers, contractors, consultants, external agencies, and community concerned with activities associated with planning, building and property standard matters.
- Maintains an up-to-date knowledge of the relevant Ontario Planning Act and all other relevant acts, regulations, by-laws and other legislation, directives and procedures concerning planning related matters, including County and Town Official Plans and Town Zoning By-law.
- Prepares all Planning Council Planning Agenda, follows up with the approval of by-laws, and notifies parties involved.
- Files and records all planning and building documents in accordance with Records Management Policies.
- Facilitates all planning notifications to property owners as per the Planning Act.
- Responsible for compiling information to be provided to Local Planning Appeal Tribunal upon receipt of appeals.
- Assists planners with the administration of development agreements.
- Receives and processes zoning certificates.
- Supports the processing and coordinating of all Planning Act applications.
- Provides support in developing and drafting various types of agreements and by-laws.
- Other duties as assigned.

Qualifications/Experience:

- Post-secondary education in a related field or equivalent work experience.
- 2 years experience in a related field or equivalent work experience.
- A basic knowledge of local government, municipal procedures, protocol and relevant legislation would be an asset.
- Advanced computer skills in data entry, word processing and other pertinent software i.e. MS Office Word, Access, Excel, PowerPoint, Outlook.
- Excellent organizational, communication and public relations/customer service skills are essential.
- A valid Province of Ontario Driver's Class G License.

Hours of Work: 35 hour work week, usual core hours are 8:30 – 4:30 P.M additional time may be required to attend meetings.

Our Town offers a salary range of \$34.25 to 42.81 per hour (2026 rates). This is a unionized position.

Interested individuals are asked to forward a cover letter and resume no later than **4:00 P.M. on October 13th, 2026** to the Chief Administrative Officer (asobanski@plympton-wyoming.ca).

The Town is an equal opportunity employer which values diversity in the workplace. Please inform us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of this posting.