

Job Description

Corporation of the County of Essex

Job Title: Planning Services Engineering Student

Department: Infrastructure and Planning Services

Summary of Function

Reporting to the Manager, Planning Services for the Corporation of the County of Essex, the Planning Services Engineering Student fulfills a technical and background role for active Planning Services Division for initiatives.

Task	Description	Frequency
1	Collaborates with the Planning Services Division and the larger department on the review of on-going development proposals.	
2	Participates with the team on long range planning and climate change initiatives and completes relates tasks.	
3	Assists with the preparation of new planning related procedures and forms under the direction of the Manager, Planning Services.	
4	Conducts research for the department, as assigned.	
5	Ability to read and interpret site plans and mapping	
6	Clerical office duties, including basic file preparation	
7	Collaborates with the Planning Services Division and the larger department on the review of on-going development proposals.	
8	Participates with the team on long range planning and climate change initiatives and completes relates tasks.	
9	Assists with the preparation of new planning related procedures and forms under the direction of the Manager, Planning Services.	

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10	Conducts research for the department, as assigned.	
11	Ability to read and interpret site plans and mapping	

Qualifications

- Must be at a minimum a 1st year Planning, Engineering, Environmental Studies or related area of studies student
- An interest in municipal government would be preferable
- Able to work both collaboratively and independently
- Thorough attention to detail and proven analytical skills
- Flexible and adaptable to deal with shifting priorities
- Efficient document handling and electronic documents management (scanning, organizing, and archiving planning documents in Laserfiche application)
- Highly organized, ability to multi-task, and work independently
- Proficient computer skills, including experience with Microsoft Office
- Accurate data entry and typing skills
- Office/clerical experience would be an asset
- Must hold a valid Class G Driver’s License and access to own vehicle for periodic use
- Must be returning to full-time studies

Organizational Relationships

1. County Council
2. CAO
3. Director, Infrastructure and Planning Services
4. Manager, Planning Services
5. Planning Services Engineering Student

Working Conditions

- Office Environment

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- Working to Deadline

Date Approved:

Supervisor's Signature:
