

Job Posting 21-P03

Senior Planner - Pembroke

Overview

Jp2g Consultants Inc. is an employee owned, multi-disciplinary consulting firm providing a comprehensive range of planning, engineering, environmental, and project management services to the public and private sectors, from offices located in Ottawa and Pembroke. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our Pembroke office is seeking a talented and motivated **Senior Planner** to join our team. The ideal candidate is hard working and eager to increase their responsibilities and to take on a significant leadership role within the company.

At Jp2g, you will work with a dynamic multi-disciplinary group of engineers, technicians, project managers, and planners. Jp2g believes in employee empowerment. As a valued member of our professional team, you will enjoy a unique working environment and be provided with opportunities to demonstrate your initiative while developing your professional planning skills.

Job Description

As a member of our professional team, you will be responsible for a variety of assignments for planning projects to public and private sector clients. You will be responsible for the research, preparation, and amendment of planning documents, reports, and special planning studies. You will attend meetings, responding to day-to-day client enquiries and planning matters.

You will make responsible decisions and take necessary action when required. You will outline and assign work, manage budgets, coordinate sub-consultants, advise on technical problems and methods of approach, and give technical guidance to technicians or other staff.

The ideal candidate:

- ❖ Is self-motivated to maintain Jp2g's high standards
- ❖ Has strong attention to detail
- ❖ Is organized, but flexible (must be able to prioritize and manage time)
- ❖ Has excellent interpersonal skills and understands how to work with a variety of personality types
- ❖ Has excellent communication skills and carries themselves in a professional manner
- ❖ Works well in a fast-paced, dynamic environment

Role and Responsibilities

These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of Jp2g.

- ❖ Perform planning work related to a variety of planning assignment
- ❖ Prepare proposals and undertake specialized planning studies

Job Information

Job ID: 21-P03

Location: Pembroke, Ontario

Experience (years): 10+

Status: Permanent, full-time

Industry: Planning

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 21-P03 – Senior Planner

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

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- ❖ Prepare planning documents such as Planning Justification Reports and both Official Plan and Zoning By-law Amendments.
- ❖ Manage complex development applications
- ❖ Review and process applications for official plan amendment, rezoning, site plan approval, and plans of subdivision or condominium
- ❖ Act as a liaison between clients and approval authorities
- ❖ Liaise with stakeholders to ensure completed work meets corporate standards and client expectations
- ❖ Communicate internally regarding project status
- ❖ Assist with the coordination of a multi-disciplinary team of sub-consultants to meet client timelines
- ❖ Liaise with the team to ensure completed work meets or exceeds corporate standards and client expectations
- ❖ Actively participate in a team environment, sharing your technical knowledge and learning from others
- ❖ Project coordination, sub-consultant management, directing activity, and addressing issues as they arise
- ❖ Attendance as a professional witness before the Ontario Municipal Board, as required

Quality Control

- ❖ Perform QA/QC checks on documents
- ❖ Review reports, and other documents for adherence to quality and document standards
- ❖ Assist in researching new systems, resources, analyzing processes, procedures, and working practices to identify and implement changes to increase efficiency, productivity, and overall profitability

Teamwork

- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently

Minimum Qualifications

- ❖ Minimum 10 years of experience in rural land use planning for a professional services firm
- ❖ Bachelor's Degree in Urban Planning or a related field
- ❖ Designation of Registered Professional Planner (RPP)
- ❖ Valid driver's license
- ❖ Eligible to seek security clearances

Qualifications

- ❖ Demonstrated knowledge of Ontario's land use planning system and municipal government processes
- ❖ Strong written and verbal communication skills
- ❖ Eligible for full membership in the Ontario Professional Planners Institute (OPPI)
- ❖ Membership in the Canadian Institute of Planners (CIP)
- ❖ Strong work ethic and the ability to work both independently and in a team environment
- ❖ Confidence in communicating with municipal staff, clients, stakeholders and the general public
- ❖ Interest and/or experience in development charges studies, feasibility studies, community improvement plans, community design plans would be an asset
- ❖ Working knowledge of AutoCAD, Excel, and GIS would be an asset
- ❖ Experience working with project management and/or information management software
- ❖ Strict attention to detail and process-oriented
- ❖ A self-starter with strong organizational skills and the ability to take initiative
- ❖ Excellent problem solving, decision-making, and time management skills
- ❖ Ability to work independently, with a strong sense of initiative and ability to prioritize tasks
- ❖ Ability to work in a complex environment, dealing with multiple projects and clients
- ❖ Sound communications skills in English (oral and written)
- ❖ Strong working knowledge of Microsoft Office (specifically Excel, Project, and Word)

Compensation and Benefits

- ❖ Friday afternoons off year-round (36 hour/week)

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- ❖ Group RSP planning opportunities
- ❖ Professional development and advancement opportunities
- ❖ Competitive compensation and benefits package
- ❖ Future shareholder opportunities

Jp2g is committed to fair and accessible employment practices. We will accommodate people with disabilities during the recruitment and assessment processes, and when people are hired. We will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.