

## Job Posting 25-K03

### Intermediate Planner – Kingston

#### Overview

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

Our growing **Kingston** office currently requires a **Intermediate Planner**. The ideal candidate is diligent, hardworking, and team oriented.

As a member of our professional team, the Intermediate Planner will be responsible for a variety of assignments for our Planning Department. You will have opportunities to work for various clients – federal, provincial, municipal, and private sectors on multiple types of projects.

#### Role and Responsibilities

*These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as required to meet Jp2g's ongoing needs.*

#### Technical Skills

- ❖ Work under direct supervision of Department Manager or Designate
- ❖ Complete tasks assigned by Department Manager as required to assist in the completion of projects
- ❖ Act as a liaison with approval authorities on the status of applications
- ❖ Actively participate in a team environment, sharing your technical knowledge and learning from others
- ❖ Prepare subdivision concept plans, land severance sketches, maps, plans and graphics for reports using GIS
- ❖ Assist with the coordination of a multi-disciplinary team of sub-consultants to meet client timelines
- ❖ Prepare proposals and undertake specialized planning studies
- ❖ Review, prepare and seek municipal approvals for applications for official plan amendment, rezoning, site plan approval, plans of subdivision or condominium, or other planning related projects
- ❖ Attendance as a professional witness before the Ontario Land Tribunal, as required
- ❖ Liaise with project team to ensure completed work meets corporate standards and client expectations
- ❖ Perform QA/QC checks on documents
- ❖ Project coordination, sub-consultant management, directing activity, and addressing issues as they arise
- ❖ Research and compile information on a variety of planning issues from multiple sources
- ❖ Review reports, and other documents for adherence to quality and document standards
- ❖ Adhere to Jp2g's QMS Policies and Procedures
- ❖ Assist in researching new systems, resources, and working practices to increase efficiency, productivity, and overall profitability
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills

#### Job Information

**Job ID:** 25-K03

**Location:** Kingston, Ontario

**Experience (years):** 7+

**Status:** Permanent, full-time

**Industry:** Land use Planning

**Number of Positions:** 1

#### How to Apply

Send your resume to:

**Email:** [careers@jp2g.com](mailto:careers@jp2g.com)

**Subject:** 25-K03 – Intermediate Planner – Kingston

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

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- ❖ Follow Jp2g required safety standards and guidelines
- ❖ Follow Client required safety standards and guidelines

### Teamwork

- ❖ Work with a team of project managers, engineers, planners, technologists, and GIS technicians
- ❖ Share expertise with colleagues and other offices
- ❖ Attend co-ordination meetings with project team
- ❖ Attend and facilitate client meetings
- ❖ Train and assist junior staff
- ❖ Act as a mentor to other team members
- ❖ Provide technical expertise to other team members
- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently

### Workload Management

- ❖ Communicate internally regarding project status
- ❖ Manage work tasks within assigned time constraints
- ❖ Complete projects independently when required

### Minimum Qualifications

- ❖ 7 Years of professional experience
- ❖ University Degree in Planning or relevant field
- ❖ Designation of Registered Professional Planner (RPP)
- ❖ Valid Driver's license
- ❖ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada

### Qualifications

- ❖ Professional experience with a consulting firm or municipal government, conservation authority, or other equivalent experience
- ❖ Demonstrated knowledge of Ontario's land use planning system and municipal government processes
- ❖ Sound communications skills in English (oral and written)
- ❖ Strict attention to detail and process-oriented
- ❖ Ability to work both independently and in a team environment
- ❖ A self-starter with strong organizational skills and the ability to take initiative
- ❖ Excellent problem solving, decision-making, and time management skills
- ❖ 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
- ❖ Member of the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP)
- ❖ Ability to work in a complex and fast-paced team environment, dealing with multiple projects and clients
- ❖ Working knowledge of Office 365

### Compensation and Benefits

- ❖ Friday afternoons off year-round (36 hour/week)
- ❖ Group RSP planning opportunities
- ❖ Professional development and advancement opportunities
- ❖ Competitive compensation and benefits package
- ❖ Future shareholder opportunities

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*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.*