



JOB DESCRIPTION

Salary Grade: 6 CUPE 1328

Job Title:

Planning Technician – Planning & Facilities

PRIMARY FUNCTION

The primary function of this job is to provide an analysis of development proposals, official plan amendments and zoning by-laws to determine the impact on the TCDSB. And to provide assistance to the Manager of Real Property.

MAIN RESPONSIBILITIES

1. Analyzes development proposals and official plans amendments and zoning by-law amendments by:
 - receiving development proposals, official plan amendments and zoning by-law amendments, from the Senior Coordinator and Supervisor of Planning
 - entering address and postal code of proposal into computer (e.g. Edulog) to identify schools that will be impacted and checking region maps
 - reviewing the proposal for type and size of development and the impact it might have on students and schools (e.g. safety during construction period, placement of driveways for multiple development projects, increase in school populations etc.)
 - discussing development with Senior Coordinator and Supervisor as required and drafting letter to City Planner, as required, for Senior Coordinator's approval and/or signature
 - calculating the number of potential students might yield from proposed development with reference to planning consultant's report
 - providing a standard analysis of each proposal (e.g. number and type of units proposed; potential student elementary and secondary yield; family

of schools that will service the area; physical and safety impact on school

- outlining the capacity of each school that will service the development area and the number of portables and enrolment projections for the schools
- reviewing the list of schools that are going to have development i.e. new buildings, renovations etc. and the pupil places the renovation/new building will generate, providing this information in the analysis, as required
- contacting city planner in cases when the development/proposal is unclear e.g. number of units the development will generate, and other development issues
- receiving official plan amendments (usually contrary to zoning by-laws) and zoning by-law amendments and conducting analysis (similar to development proposals) to determine impact on schools, students and TCDSB property

2. Provides assistance to the Manager of Real Property and department by performing duties such as

- reviewing Lease Agreements, Agreements of Purchase and Sale and concluding the Board's contractual obligations
- liaising with Municipal offices, Board staff and lawyers for information required
- researching and/or securing legal surveys, legal agreements and historical information of same (e.g. examining historical Agreements of Purchase and Sale if there are any covenants on Board-owned properties etc.)
- conducting research on property tax issues (e.g. chronology of events regarding previous requests for tax exemption), real property issues (e.g. account status for before closure on sales (purchasing and selling of Board's property)
- researching and/or securing legal surveys, legal agreements and historical information of same
- checking information on leases such as expiry and commencement dates, accuracy of calculations and ensuring actual site/floor plans are included with the leases
- maintaining and filing of plans and surveys, and forwarding revised copies electronically to AutoCad Technician
- drawing up schedules for attachments to Agreement to Lease outlining and identifying the space to be utilized by the tenants
- creating Property Profile and Proposal to Lease packages for Board-owned properties
- scrutinizing and auditing Accounting information on maintenance fees and lease payments etc., ensuring the payments are correct and paid
- monitoring rental of surplus space

- providing up to date square footage of new additions and total school building to the Ontario Property Assessment Corporation
3. Performs general administrative duties such as:
- composing correspondence for signature of Senior Coordinator and/or Manager of Real Property
 - providing documentation as requested and monitoring return as required (e.g. plans and surveys to external agencies; documentation such as report of events, status for property tax issues to Board's solicitor etc.)
 - compiling/updating data and information on researched materials, as requested, for reports and meetings
 - responding to enquiries such as complaints from landlords and discrepancies in rental payments
4. Performs other related duties as assigned or required.

SKILL

- 3-year College Diploma, in urban or community planning, administrative studies
- 2 – 4 years related experience
- Knowledge of Edulog, Microsoft Office Suite, GIS Mapping System and MapInfo

EFFORT

- Complexity of this job is in performing a broad range of research and analysis, identifying items having a negative impact on TCDSB and providing a timely and applicable response. Planning and scheduling workload is required to meet deadlines.
- Visual concentration and manual dexterity required when using computer terminal. Physical exertion, when filing or handling large building plans.

RESPONSIBILITY

- Independence of action in selecting appropriate data for inclusion in response to a variety of requests. Accountable for providing accurate and pertinent information.
- Inadequate or errors in research and analysis would produce erroneous reports, delaying or possibly resulting in inaccurate conclusions resulting in loss of income and discrediting the Board as a participating agent in the Planning process.
- Contacts are with department staff, superintendents and other TCDSB staff in performance of duties. Contacts with outside agencies (e.g. Boards, Municipalities, consultants, lawyers, developers and the general public) to exchange information when required.

WORKING CONDITIONS

- Open office concept environment.
- Stress from meeting multiple deadlines and constant interruptions. Stress from dealing with irate tenants.