

**CORPORATION OF THE COUNTY OF MIDDLESEX  
POSITION DESCRIPTION**

**TITLE:** Planning & GIS Technician I (Technical I)  
**DEPARTMENT:** Planning and Development  
**REPORTS TO:** Director of Planning  
**POSITIONS SUPERVISED:** None  
**EFFECTIVE DATE:** \_\_\_\_\_ **AUTHORIZED:** \_\_\_\_\_

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**POSITION SUMMARY:**

This position supports other members of the Department assisting in the implementation of the land use planning approval process; is responsible for developing and maintaining data management and geographical information systems; and is responsible for fulfilling the mapping needs of the department.

**PRINCIPAL RESPONSIBILITIES:**

1. Responsible for tasks related to mapping and analysis utilizing geographical information systems (GIS) and related software.
2. Respond to mapping and data requests from other departments, emergency services, municipalities, other agencies, and the public.
3. Support the Middlesex Geography Network (MGN) including: provide technical support and training to MGN users related to MGN applications and data and provides technical support to members of the public related to MGN applications.
4. Maintains database and associated mapping of County GIS layers including: single line road network, municipal address points, etc., and all associated Metadata.
5. Process and assimilate data from local municipalities and other external organizations and maintain data sharing agreements with external organizations.
6. Assist in the land use planning approval process including reviewing local planning applications and implementing the County's Municipal Plan Review (MPR) function, including the preparation of reports for the review of the Manager.
7. Liaise with municipal staff, planning consultants and agencies as required including carry out site inspections.
8. Assist in various planning initiatives as assigned including producing reports.

9. Maintain consolidations of planning documents such as official plans and zoning by-laws.
10. Attend County or local municipal meetings as required.
11. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Community College Diploma (or university degree) in a Planning program (ie Urban Design, Planning Technician, etc.) with emphasis on geographical information systems.
- Eligible for membership in the Canadian Association of Certified Planning Technicians (CACPT)
- Proficiency in computer software such as computer assisted design (CAD), geographical information systems (GIS), graphic design, and data base software.
- Working knowledge of the Planning Act and planning related legislation and policies.
- Valid drivers' licence and use of a vehicle.