



**Zoning Officer
Development Services Department**

Position Summary

The Development Services Department is accepting applications for the full-time position of Zoning Officer. Reporting to the Manager, Zoning and Property Information, this position is responsible for providing interpretation and administration of municipal zoning by-laws and sign by-laws. The Zoning Officer ensures that all development-related applications and land use proposals comply with these by-laws as well as applicable external agency legislation.

Major Job Responsibilities

- Provides front line interpretation of the Zoning by-law; responds to inquiries from the public, Council, staff and agencies pertaining to zoning and sign regulations and other applicable law
- Reviews and comments on Site Plan, Committee of Adjustment, Land Division Consent, Draft Plans of Subdivision, Part Lot Control Exemption, Sign Variance, Niagara Escarpment Development Permit and Business License applications
- Reviews all proposed changes to the type of use of any land, building or structure and issues Certificates of Occupancy (Zoning)
- Reviews and comments on all Building Permit applications to ensure compliance of the development with all applicable zoning by-law regulations, conditions of approval, and other applicable law as defined in the Ontario Building Code Act
- Reviews and comments on all sign permit applications to ensure compliance with municipal by-laws
- Assists planning staff with the preparation of site specific zoning by-law amendments
- Assists the Municipal Law Enforcement Officers with enforcement related to zoning by-law infractions
- Represents the department on internal staff teams and committees as required
- Attends court as an expert witness on matters related to zoning as required
- Recommends new processes to best service internal and external customers
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Performs other duties as assigned in accordance with Department objectives

Education and Experience

- Post-secondary degree/diploma in a Planning related field
- Ontario Building Official Association (OBOA) - Land use Planning and Zoning Enforcement course is considered an asset
- Minimum three (3) years' experience in zoning or a related discipline; experience in a Municipal environment is considered an asset
- Sound knowledge of the Planning Act, Municipal Act, Zoning principles and interpretation methodology
- Working knowledge of construction, Ontario Building Code Act and related terminology.
- Excellent communication skills, interpersonal and customer service skills
- Proficient in Windows based software including Microsoft applications; experience using AMANDA software, ArcReader GIS, and Bluebeam
- Strong organizational skills
- Ability to multi-task, meet multiple deadlines and adapt to changing priorities

- Strong problem solving and dispute resolution skills
- Good report writing and record management skills
- Ability to read and interpret architectural, structural, and mechanical drawings, specifications and reports
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to submit a Criminal Records Check upon employment
- A valid Ontario Driver's License with a driving record that demonstrates responsible/safe driving behavior as use of a personal vehicle is required

Salary Range: \$73,824 - \$92,280 (based on 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Careers section by **11:59 pm on Sunday, January 7, 2023.**

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.